

All set of seminars is initiated by Baltic Management Development Association (BMDA) and realized cooperating with ISM University of Management and Economics.

Training for academic staff

„HOW TO ORGANIZE INTERNATIONAL SCIENTIFIC CONFERENCE“



Lecturer Birutė Ruplytė is a project manager in Executive School and senior assistant professor at ISM University of Management and Economics. Birutė graduated MBA at Kaunas University of Technology, Kaunas, Lithuania and master degree of organizational psychology at Vytautas Magnus University, Kaunas, Lithuania. Since 1999 she is employed by ISM University of Management and Economics. Since 2006 works as consultant in HR projects, lecturer in bachelor and Executive studies, project manager of in-company training and consulting projects. She has published e-textbook of “Interpersonal Psychology”. Her area of interest covers relationship, communication in organization, personal effectiveness, creativity and etc.







Lecturer Rasa Stasiukynaitė: Rasa Stasiukynaitė is Project Manager at ISM University of Management and Economics, Department of Research and Doctoral Studies. She hold Master's degree in Business Management and Administration. During recent 5 years Rasa has organized 3 international scientific conferences, as well as international open seminars for researchers and business, a number of various internal events. Rasa is experienced not only in event organizing and sales, but also in a field of marketing. She worked in ISM's Marketing Department for 1,5 years. Rasa has also extensive practice in project management – she coordinated several EU funded projects, carried in-company research and published several publications on project and change management.

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7-8 of April 2011, training will be implemented in English

Address: Ozeskienės g. 18, Kaunas

<i>7th of April 2011</i>	
9:00-10:30	How to organize a conference? Success factors of organizing international scientific conference. What are the differences between organizing scientific conference and other events?
10:30-10:45	 Coffee break
10:45-12:15	Main principles of professional event organizing and customer service. The stages of conference organizing
12:15-13:15	Lunch
13:15-14:45	Management of conference preparation tasks. Channels of internal and external communication and marketing tools
14:45-15:00	 Coffee break
15:00-16:30	Event budget development and management. How to prepare properly and on time? Action plan

<i>8th of April 2011</i>	
9:00-10:30	Running and supervising the conference
10:30-10:45	 Coffee brake
10:45-12:15	How to ensure the attention to participants?
12:15-13:15	Lunch
13:15-14:45	How to manage crisis situations?
14:45-15:00	 Coffee brake
15:00-16:30	What are the post-conference tasks? Feedback management. Seminar review