



First International Conference of Building Integrated Renewable Energy Systems 2017 (BIRES)
6-9 March 2017

- Summary Overview of BIRES 2017
 - Initial Next Steps
- Conference Timeline – Tasks & Dates
 - Conference Partners Team





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VENUE

Grangegorman Campus, DIT

Plenary: Renovated Church (120 pax)*

Parallel Sessions: 3 -4 Breakout Rooms

Exhibition & Poster Area

**If number increase over 120pax we have two other options Kevin St Campus or Bolton St Campus, both can accommodate up to 400pax*



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Delegate Accommodation

We will have a mix of 3/4/5 star hotels available for delegates to book such as:

Hotel:

Maldron Hotel Smithfield – 3 Star

Ashling Hotel – 4 Star

Westin Hotel – 5 star

Distance to Grangegorman

10 minute walk

17 minute walk

33 minute walk





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Social Events

Welcome Reception

The BIRES 2017 Welcome Reception will take place in Grangegorman, DIT. This will allow delegates the opportunity to make acquaintance and catch up with old friends in a relaxed environment
March 6th 2017

Gala Dinner

Venue tbc

Options: Kings Inn/Old Jameson Distillery
On this night delegates will be treated to a sumptuous meal, followed by entertainment which will prove to be a memorable experience for all.
March 8th 2017



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Monday 6 th March 2017	Welcome Reception, Grangegorman, DIT
Tuesday 7 th March 2017	Morning Registration
	Morning Tea/Coffee Break
	Opening Plenary
	Tea/Coffee Break
	3-4 Parallel Sessions
	Lunch
	3-4 Parallel Sessions
	Tea/Coffee Break
	Closing Plenary
Wednesday 8 th March 2017	Morning Tea/Coffee Break
	Plenary Session
	Tea/Coffee Break
	3-4 Parallel Sessions
	Lunch
	3-4 Parallel Sessions
	Tea/Coffee Break
	Closing Plenary
	Gala Dinner
Thursday 9 th March 2017	Morning Tea/Coffee Break
	Plenary Session
	Closing Plenary

Conference Objective

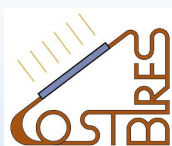
To create a forum on discussion around Building Integrated Renewable Energy and encourage students in this area to advance in the field.



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INITIAL NEXT STEPS

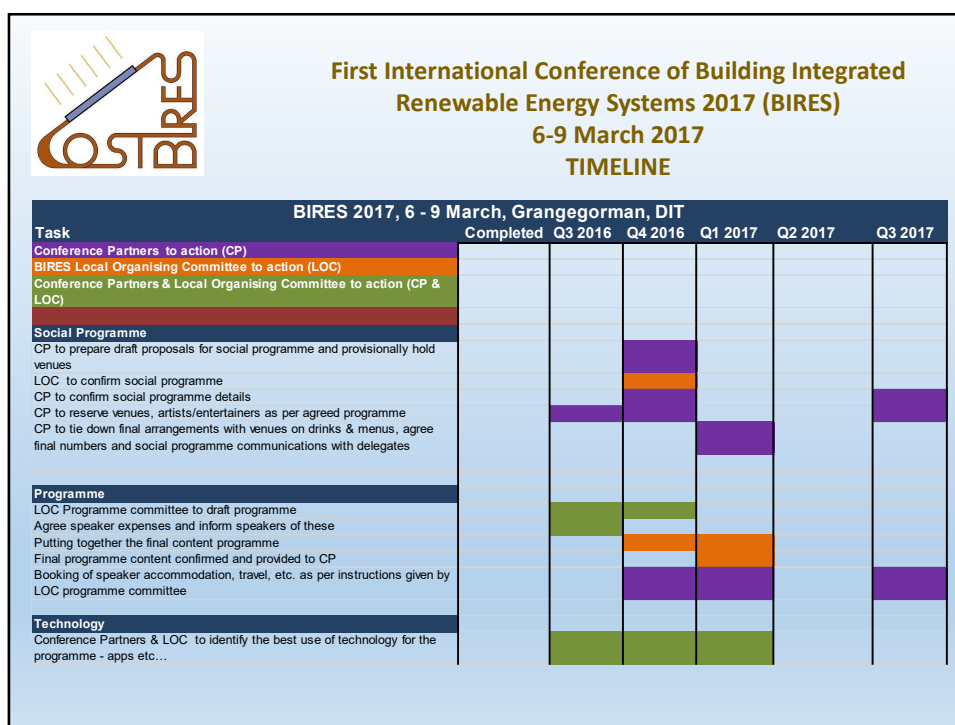
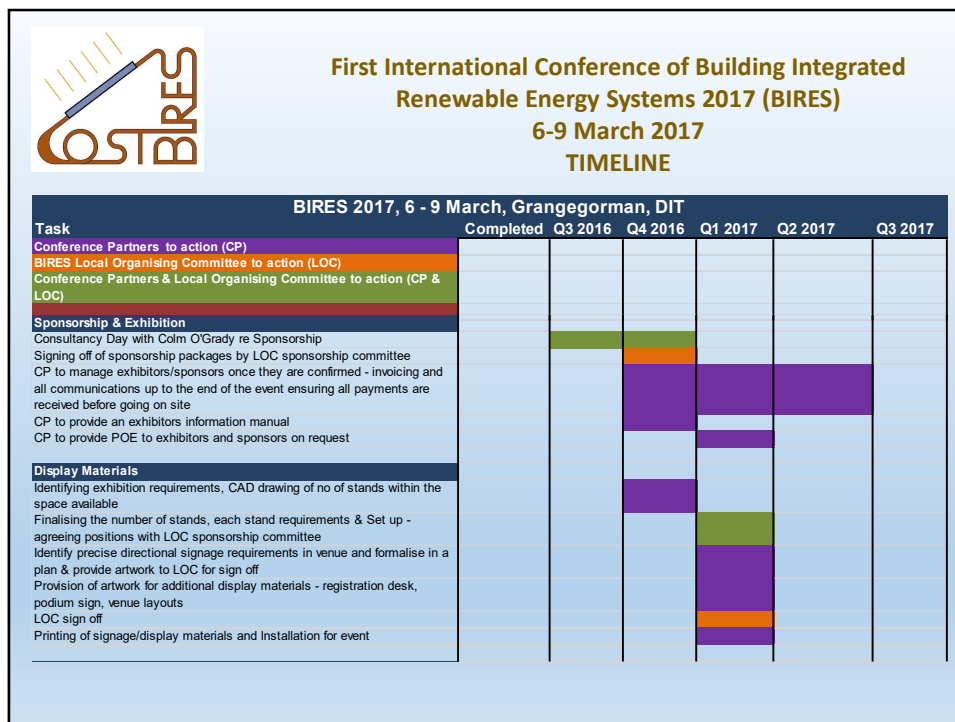
- Conference Partners Contract to be signed
- Build Website – domain agreed www.biresdublin.com
- Conference Partners to meet with Local Organising Committee September 27th 2016
- Agree Key Dates (Abstract, Registration etc)
- Agree Conference Registration Fee
- Confirm use of Venue for Plenary/Breakout Sessions/Exhibition & Poster/Catering
- Confirm Social Events
- Confirm Delegate Accommodation
- Create Promotional Plan
- Set up Consultancy Day with Colm O'Grady, Commercial Director for Sponsorship & Exhibition



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TIMELINE

BIRES 2017, 6 - 9 March, Grangegorman, DIT						
Task	Completed	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017
Conference Partners to action (CP)						
BIRES Local Organising Committee to action (LOC)						
Conference Partners & Local Organising Committee to action (CP & LOC)						
Organisational Structure and Planning						
Establishment of Local Organising Committee						
Agree roles						
Drafting & signing of Conference Partners Contract						
Agree meeting schedule						
Agree report formats & dates for key reporting						
Meeting Schedule with Conference Partners and Local Organising Committee						
Meetings in 2016 - every 6 weeks						
Meetings in 2017 - every month						
Budget						
Budget draft one, presentation of draft figures						
LOC to sign off on budget						
CP to update budget in conjunction with local organising committee						
Agree registration fees: early, late, member, non-member,						
Pro forma invoice issued for payment						
Conference Venue						
Confirm dates and venue requirements						
Site visit to conference venue						
Agreement on venue contract for signing						
Agree audio-visual spec and stage backdrop						
Agree signage						





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BIRES 2017, 6 - 9 March, Grangegorman, DIT						
Task	Completed	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017
Conference Partners to action (CP)						
BIRES Local Organising Committee to action (LOC)						
Conference Partners & Local Organising Committee to action (CP & LOC)						
Onsite						
Supplier briefings - venue and catering						
Staff & Volunteer briefings						
Set up signage, exhibition, poster boards, registration desk, speakers lounge, plenary room, breakout rooms,						
Post Conference Analysis						
Wrap up meeting						
Final invoice meeting, presentation of conference reports and audited accounts in December 2016						
Final VAT return for sponsorship & exhibition invoices						
Key Dates TBC						
Abstract Submission:						
Reg Open:						
End early reg:						
Conference: 6th - 9th March 2017						

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BIRES 2017 Conference Partners Team	
Future Business Team:	Orla Murphy, Senior Account Manager
Operations:	Susan Kilcoyne, Conference Account Manager
Operations:	Elva Hickey, Director
Sponsorship:	Colm O'Grady, Commercial Director

