**RISK MARTIX FOR MANAGEMENT OF CONFERENCES**

**Process**: Management of Conferences

**Purpose:** To ensure efficient organization and conduct of workshops and conferences.

**Output:** Conference Reports and Proceedings

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| ACTIVITIES  | Inputs | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| Planning meetings | Human resource  | Absenteeism during meetings | high | high | Early preparation and planning | Use of technology | Holding regular meetings  |
| Approval of conference proposal | Budget proposal | Late approval of the budget proposal | low | high | Early preparation and planning |  | Development of conference framework and themes  |
| Mobilizing partners and sponsors  | Memorandum of Understanding Partnership Agreements  | Failure to secure reliable partners  | High | High | adequate budget  | Strengthen existing Memorandum of Understanding Strengthen existing Partnership Agreements | Creation of an enabling environment and increasing visibility of the university  |
| Conference call announcement | Communication policy 2016 | Poor communication strategy | high | high | Use print media of national coverage | Use of technologyCorporate social responsibility policy  | Advertisement and publicity  |
| Confirm participation  | Conference timelines  | Non response or high cost of participation | High | High | Planning and incentives for participation i.e graduated participation feeTraining on on-line conference management facilities  | Online registration | Utilization of conference management system  |
| Conduct conference | Financial management policy 2013Conference venue Conference exhibits, papers and posters  |  Failure to pay conference package | high | high | Advance payment before the service is provided | On line registration upon payment | Advance booking and provision of adequate budget  |
| Compilation of conference report and proceedings | Research development policy 2013Personnel  | Delay in submission of session conference report by rapporteurs for final compilation  | low | low | Submission of session conference report to the secretariat on daily basis | Creation of on line submission portal  | Publication of conference proceeding  |