**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 technology  Corporate 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 fee  Training on on-line conference management facilities | Online registration | Utilization of conference management system |
| Conduct conference | Financial management policy 2013  Conference 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 2013  Personnel | 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 |