



User Guide for Organizers of Single OpenSpace-Online® Conferences (ASP)

(January 2006)

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Thank you !

Here are some important considerations as you begin planning for an OpenSpace-Online® conference!

Although software installation is very fast and easy, overall planning for the online meeting should be done with the same amount of care that you would use for a face-to-face live event. Sufficient preparation time is very important. Planning and preparation may take a few days or several weeks, depending on the number of participants, the degree of experience of the organizer, and the complexity of the project. But one thing is always true in our experience: the better organizers plan for the conference and prepare their participants, the better the full potential of this online method can be realized.

These User Guide is intended to give you a detailed overview of the preparations you need to make for organizing a successful OpenSpace-Online® conference.

Index:

| | |
|--|----|
| 1. Possible applications and Outcomes | 3 |
| 2. Clarify Basic Conditions and Define Objectives | 3 |
| 3. Choose a Title | 4 |
| 4. Select a Conference Variant | 5 |
| 5. Define the Conference Duration | 6 |
| 6. Compose an Invitation | 6 |
| 7. Identify Number of Participants | 8 |
| 8. Book a Conference Online | 8 |
| 9. Verify Payment Arrangements - Pay the Conference Fee Punctually in Advance | 8 |
| 10. After Booking: Set up your Conference Data | 9 |
| 11. Define the Secret-Code | 9 |
| 12. Inform the Conference Participants | 9 |
| 13. Prepare your own Participation | 10 |
| 14. Role of an Organizer during the Conference | 10 |
| 15. Mental Preparation 24 Hours before the Start | 10 |
| 16. Rights and Responsibilities of the Organizer | 11 |
| 17. Code of Values, Conference Etiquette and Protective Measures | 11 |
| 18. Thank Participants and Sponsors and Implement Follow-up Agreements | 11 |
| 19. Feedback from Conference Organizers | 11 |
| 20. Checklist for Organizers | 12 |

If you have any further questions on the preparation and execution of an OpenSpace-Online® conference, simply send an e-mail to our support team at:
support@OpenSpace-Online.com

1. Possible applications and Outcomes

CROSS-CULTURAL COMMUNICATION:

The complete OpenSpace-Online® Conference System is available in German and in English. Both versions work with the following language inputs: Albanian, Danish, German, English, French, Finnish, Galicia, Erse, Icelandic, Italian, Catalan, Dutch, Norwegian, Portuguese, Swedish and Spanish. ONLY a good knowledge of the German or English language is required in order to participate effectively during the virtual leded on-line conference.

So regardless of whether the English or German version will be used, the organizer or the participants can agree on other languages before or during an OpenSpace-Online® conference. At the end of the online meeting the documentation contains all content in the appropriate language!

COMMUNITY DEVELOPMENT:

The OpenSpace-Online® conference system can be very useful for companies, organizations, universities, or cities interested in sustainable and integrated development. This conference system can help groups build a shared, collaborative design of the future, whether it be in the area of politics, society, economics, or education or in dialogue about the process of constant change and new challenges.

For example, do you want to ...

- ... increase the participation of employees, students, or citizens?
- ... promote integration, motivation, learning, and commitment?
- ... improve your internal and external communication?
- ... immediately react to current questions and problems?
- ... establish proactive and participative communication?
- ... allow groups to confer in real-time over great distances?
- ... minimize travel costs?
- ... improve the goal and results oriented work of your team?
- ... achieve synergy effects between offline events and online events?
- ... carry out completely new customer commitment measures?
- ... maintain and intensify international relations?
- ... optimize your knowledge management?
- ... operate multifaceted stakeholder management?
- ... support the development of Learning Organizations?

You can certainly think of several useful and quite exciting possible uses.

2. Clarify Basic Conditions and Define Objectives

The OpenSpace-Online® conference software can be implemented almost universally. The real-time Internet method provides a great deal of freedom for individual responsibility and at the same time a clear, methodical structure. The combination of freedom within a framework offers unique support for independent and results-oriented collaboration across the entire group.

In order to exploit the entire potential of this conferencing method, we recommend clarifying the general conditions and the objective of your planned event for each new OpenSpace-Online® conference. This will ensure that you are always able to select the suitable conference variant (CLASSIC or SPECIAL), choose an appropriate title for your event and formulate an accurate text for your invitation.

The better you know the complexity of your field of activity, your current situation and all groups of people involved, the more successfully you can plan and realize your OpenSpace-Online® event and the more you can support sustainable further work. Please ask yourself the following questions:

CONTEXT

- What is the context of our activity?
- How much progress is feasible and how much are we willing to change?
- How much leeway do we actually have? What are the boundaries where change is not possible?
- What are our basic conditions?

OBJECTIVES

- What do we want to achieve? Where are we trying to get?
- Do we want to encourage exchange, community, diversity and creativity, or should the online conference also support us in achieving specific goals for our work in progress? (conference variant)
- Do we conceive of our event as a launch event, and/or is it part of an existing process of communication?

PARTICIPANTS

- Which people, which stakeholder groups and which areas do we want to reach?
- Do the future participants know each other, or will they meet for the first time online?
- Will internal groups be participating, or is it a public event?
- Will the conference be domestic or international?
- Will people of different cultural backgrounds be taking part?

PLANNING

- Does it make sense to integrate other involved individuals (e.g. internal IT-Administrators) or participants into the planning of the event?
- Could it make sense to hold a "small" OpenSpace-Online® event first to prepare the "larger" online conference?
- Do we want to achieve synergy between offline events and online events? How could an online event fit together with other events?
- Is the event planned as a follow-up?

LOGISTICS

- What will the conference language be?
- What time and what day will best suit our group of participants?
- Do we have to take different time zones into account? (www.timeanddate.com)

COMMUNICATION

- What needs to be included in the invitation?
- What do we have clearly to communicate to participants before the event?
- How do we want to follow up on the OpenSpace-Online®?
- What can we do after the conference to keep up the energy generated there and ensure that the group can continue to work on its ideas and implement them?
- Do we want to inform outside parties about our activities and results?

2.1. Assess the nature of the IT Infrastructure of the Participants (of the Organization)

Well before the OpenSpace-Online® conference, be sure to determine whether the participants will be using their own decentralized computers and installing the necessary software themselves, or whether there are restrictions on the use and / or installation of third-party software due to a company network system, for example. If there are restrictions, it must be clear beforehand who will be responsible for installing the conference software (e.g. the administrator of a company network). Please check also:

http://www.openspace-online.com/oso_en/html/recht/teilnehmer/tech-voraus_firewall_tn_eng_fenster.html

3. Choose a Title

Once you have defined the framework and the objective of your event, you are in an ideal position to choose an optimum title. The title of your OpenSpace-Online® conference can benefit the orientation and

success of your event substantially. Titles can invite, thrill, encourage, challenge, reconcile, accelerate, activate. A title can reinforce community feeling, expand horizons and soften ossified dogmas. Questions can provoke curiosity and spur participation.

Please note that a title can also be formulated such that, in spite of its author's very good intentions, the success of the event is impeded or even prevented entirely. Moreover, our technology limits the length of the title to a **maximum of 130 characters!**

Considering the importance of the title as a frame for the conference, it is wise to include others in this decision, such as the champion, sponsor, planning team members, or other key stakeholders. A number of tips are presented below which may help you choose an optimum title to achieve your objective:

3.1. How about a question?

For instance, ask an open question, or at least leave as large a sphere as possible open for discussions. Questions spark off a conscious or unconscious "search process." Well-posed questions almost automatically invite participants to join others in thinking about and working on an issue. Choose the best title for your objectives according to the following criteria:

- solution-oriented and energetic
- resource-oriented and resource-augmenting
- future-oriented and visionary
- group-oriented
- Promotes individual responsibility
- Affirming, optimistic and positive

The following is an example of a conference title successful for one company:

"How can we jointly develop promising products in order to achieve a decisive and sustainable competitive advantage?"

3.2. CAREFUL ! We strongly advise against

- "Yes-No" and "Either-Or" questions
- restrictive preliminary assumptions
- negative formulations and suppositions
- foregone conclusions

4. Select a Conference Variant

Once you have defined your framework, your objectives and the title of your event, you are in an ideal position to select the suitable conference variant, and to compose your invitation to arouse interest in OpenSpace-Online®. Make the subsequent selection of the conference variant during the process of online booking. Here are the most important features of the two variants:

4.1. OpenSpace-Online® CLASSIC (5 to 75 Participants)

The CLASSIC is particularly well-suited for dialogue and times when "divergence, variety, and exchange" are of primary interest. For example, this conference variant can promote ongoing team processes, accelerate innovation and creativity, support the communication of networks in regard to the event, or be used for lively publicity work.

4.2. OpenSpace-Online® SPECIAL (10 to 75 Participants)

The OpenSpace-Online® SPECIAL variant includes all the features of the CLASSIC variant plus an additional feature. In this variant, a prioritization phase takes place after the open session phase. During the prioritization phase, all topics and results processed up to that point are prioritized by the participants and processed further. The HOT-issues of the day are expanded together. Work groups are formed within

the online conference and first steps can be agreed upon immediately for further work. The SPECIAL variant is well-suited for projects where goals need to be set and result-oriented work must be achieved after the meeting.

5. Define the Conference Duration

Our online booking system gives you the opportunity to book online conferences of varying duration (2.0 to 7.5 hours). The methodical procedure of an OpenSpace-Online® conference is always the same, only the individual phases are extended or shortened depending on the desired overall duration of the event. When groups are working according to this procedure for the first time we recommend a total duration of at least three and not more than five hours. For groups who are acquainted with the procedure or who work regularly with OpenSpace-Online®, it may certainly be very good to select a very short or a longer conference. In the left-hand column of the table below you will find various overall lengths of OpenSpace-Online® conferences in hours and minutes, and in the right-hand columns the resulting workshop and break lengths of both types:

| Entire Duration approx. ... | CLASSIC | | SPECIAL | |
|--|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| | 3 Workshops per ... | 3 Breaks per ... | 3 Workshops per ... | 3 Breaks per ... |
| 2 h 00 min | 20 minutes | 10 minutes | -,- | -,- |
| 2 h 30 min | 25 minutes | 15 minutes | -,- | -,- |
| 3 h 00 min | 35 minutes | 15 minutes | 25 minutes | 15 minutes |
| 3 h 30 min | 45 minutes | 15 minutes | 35 minutes | 15 minutes |
| 4 h 00 min | 50 minutes | 20 minutes | 45 minutes | 15 minutes |
| 4 h 30 min | 60 minutes | 20 minutes | 50 minutes | 20 minutes |
| 5 h 00 min | 65 minutes | 20 minutes | 60 minutes | 20 minutes |
| 5 h 30 min | 75 minutes | 20 minutes | 65 minutes | 20 minutes |
| 6 h 00 min | 80 minutes | 25 minutes | 75 minutes | 20 minutes |
| 6 h 30 min | 90 minutes | 25 minutes | 80 minutes | 25 minutes |
| 7 h 00 min | 100 minutes | 25 minutes | 90 minutes | 25 minutes |
| 7 h 30 min | 110 minutes | 25 minutes | 100 minutes | 25 minutes |

In the online booking area it is possible to select any desired configuration and display the corresponding conference prices immediately.

6. Compose an Invitation

The following points are intended to support you and to make suggestions about how to compose the best invitation possible. Your invitation carries the clear SCOPE of your event, serves to orient the participants, prepares them for the topic and encourages them to get involved or sometimes not. Benefit from our experience and use it to compose your own, individual invitation.

- Tell who the organizer is and what target audience you are addressing.
- At the core of your invitation, explain why and for what purpose you are holding this event. Outline briefly "WHERE WE ARE COMING FROM," "WHERE WE ARE NOW" and "WHERE WE ARE GOING."
- Express the value you place on participation, exchange and involvement, and emphasize that each individual can make an important contribution to the further development of the project as a whole. "Whoever comes are the right people."

- Express trust and show through your text that there is plenty of room for new ideas or initiatives and that the process is open.
- List resources and potential paths which could support even after the OpenSpace-Online® conference.
- Describe briefly the OpenSpace-Online® conference method (see below) you have selected. Indicate, however, that the event is a self-contained real-time conference and that attendance is required for the duration of the event. Express that the participants do not require any methodical instructions. The only thing that matters is interest in the topic of this conference! Sample text:

What is OpenSpace-Online® ?

It is a text-based Internet conference method, that takes place in successive phases, where between 5 and 75 persons can simultaneously work on a major subject that is current and important to them. The participants work together in a goal and solution-oriented manner for 2 to about 8 hours. No external online moderator is needed. A virtual facilitator guides all participants simply through the process of the conference. The participants themselves are the experts. They meet because of a shared interest in a major theme and together develop new ideas and solutions with their knowledge, their questions, their suggestions, and their dedication. At the end of every OpenSpace-Online® conference each participant receives extensive documentation about the conference in the convenient HTML-format at the press of a button. The documentation provides an ideal basis for further work, as it contains all contents, results, and arrangements made during the conference and can be immediately used in either digital or printed form. For more information visit the software presentation via <<http://www.OpenSpace-Online.com>>.

(This text paragraph is available for you in **English** and in **German**)

- In your invitation, e.g., under "The Essentials in Brief," present an overview of the most important features of your event (title, date, time zone, organizer, participants invited, conference method, time to begin logging in, joint conference start, duration, end of the conference, registration deadline, any fees charged for participation, how to register, etc.).
- It is very important, to inform participants **with the invitation** about the technical prerequisites! By using the following text (with a link to "Technical Prerequisites and Firewalls") you are informing your potential participants very well! Simply copy the following text and link: http://www.openspace-online.com/oso_en/html/recht/teilnehmer/tech-voraus_firewall_tn_eng_fenster.html

Hints for technical preparation

To participate in an OpenSpace-Online® conference, you will require normal PC operating knowledge, a stable Internet connection, installation of the OpenSpace-Online® conference software and of Java 1.3). A free download of the correct versions of this software is available through the Download-Center of the OpenSpace-Online® website at <<http://www.OpenSpace-Online.com>>.

Please check via the following link "Technical Prerequisites and Firewalls", whether your computer-system allows you to participate in this online event. All preparations can be made simply and quickly with the aid of clear instructions. The preparation checklist and the appropriate access data will be sent to each participant by email well in advance of the conference.

Technical Prerequisites and Firewalls:

http://www.openspace-online.com/oso_en/html/recht/teilnehmer/tech-voraus_firewall_tn_eng_fenster.html

(This text paragraph is available for you in **English** and in **German**)

- Announce that each person will receive "**Technical Instructions for Participants**" along with the required access data in plenty of time, either shortly after registration or by a certain date. In the confirmation of registration or in the instructions, inform the participants that instructions must be



followed step by step so that all preparations are concluded ON TIME. Individuals who are participating in an OpenSpace-Online® conference for the first time should not wait until the day of the conference to begin their preparations. The more time a participant has, the better the organizer or the OpenSpace-Online® support team can assist him via support@OpenSpace-Online.com. On the day of the conference the participants should not have to be concerned with any preparatory tasks.

7. Identify Number of Participants

OpenSpace-Online® conferences can be quickly and conveniently booked. This allows you first to send an invitation to conference participants and then wait for their acceptance before booking an OpenSpace-Online® conference. If after booking you find that you need more User-IDs for further participants, it is no problem to order these **not later than 48 hours before conference start** by paying with a credit-card (via PayPal). If it happens that fewer people have participated in a conference than you expected, you will receive a credit for each person who did not log on to the conference. This credit shall be deducted from the cost of your next booked conference.

8. Book a Conference Online

When you have determined the size of the group, the variant of the conference, and you know which duration the meeting should have, you are ready to book your conference via the Online-Booking-Service of <http://www.OpenSpace-Online.com>. Go to "**Prices & Booking**". In this section you have the opportunity to select the online conference which best suits your needs, receive the corresponding pricing information, and then book the conference. This section will be especially helpful if you wish to get an overview of the various conference configurations and their corresponding prices. It is much to your advantage that you are not required to book conferences months in advance. As the host of an OpenSpace-Online® conference, you can accept your own fees for participation or make invitations to conferences at no charge, depending on your individual calculations. Please note that there is an interval of 48 hours between ALL steps for booking, configuration and modification procedures and the OpenSpace-Online® conference itself.

9. Verify Payment Arrangements - Pay the Conference Fee Punctually in Advance

To ensure that your conference takes place on the desired date, keep in mind that all conference and access data for your booked conference can only be confirmed and released once we have received your payment. Payment must be received 48 hours before the conference begins.

We justify this policy due to the fact that our customers have independent access to conference booking and are located all over the world. It would simply not be practical maintain an international system of follow-up invoicing. We prefer to focus our energies on the continued improvement of our services and to keep prices as attractive as possible. You can choose between "payment by credit card" and in good time before your meeting "payment by bank transfer". Regarding payments coming from countries outside of Europe and regarding payments via credit-cards we are working with PayPal (Europe) Ltd <http://www.paypal.de>, an eBay Company. Note that it can take between a week or a month to set up and verify your PayPal account if you do not already have one. It also can take several days for your transfer to clear into our account.

The process is simple and fast once your PayPal account is verified!

10. After Booking: Set up your Conference Data

SET UP THE CONFERENCE:

After you have booked the conference online, you will receive an eMail from us (within 48 hours) that contains all the necessary information and the access data to your own conference administration area. In this protected area you can set up your conference, i.e. determine the title, starting time and day of the conference, define your supervisor password etc or look at previous or future conferences. After you have set up your conference you will receive an eMail as confirmation which will include all the User-IDs reserved for your participants.

SUPERVISOR TOOL:

With the supervisor password you can use the OPTIONAL Supervisor-Tool, which makes it possible for you to lock out individual participants during an online conference or even finish the entire conference prematurely (for more information see EXECUTION OF THE CONFERENCE, item "**16. Rights and Responsibilities of the Organizer**").

ADDITIONAL USER-IDS:

In case you need more User-IDs, you can also enter this conference administration area and request additional User-IDs. On the appropriate page you will find an User-ID Booking button to the far right. After booking you will receive an eMail with all further User-IDs (within 48 hours).

11. Define the Secret-Code

OpenSpace-Online® is a high encoded conference system. In order to guarantee that ONLY the organizer and his participants are able to read the contents of the conference, a Conference Secret-Code has to be defined BY the organizer. The Secret-Code will NOT be entered into the Booking-System. This then has to be made available by the organizer to all participants together with the individual User-ID. In other words, each participant will need an unique User-ID plus the Secret-Code YOU define in order to log in to the conference. The Secret-Code is the same for all conference participants.

Note: The Secret-Code must have between **8 and 16 characters**.

Tip: Choose a simple to enter Secret Code, e.g. "sunshine"

Important note to log-in:

If a participant enters an INCORRECT Secret-Code, the result will be that the other participants will not be able to read his/her name and contributions and that this person can only read encrypted names and contributions of the other participants. In such case, this person has to close the software, to start the software again and to log-in with the CORRECT Secret-Code.

12. Inform the Conference Participants

Please give your participants plenty of advanced notification so they have time to read and understand all the information they require, including ...

- Start and duration of the conference
- **Individual** User-ID
- **General** Secret-Code
- The currently valid "version date" of the conference software (available at any time from the "Download Center")
- Technical Instructions for Participants
- The organizer's contact address and contact partner for questions
- Technical support: support@OpenSpace-Online.com
- Any other information

Organizers, please be sure to always send each participant the document "**Technical Instructions for Participants**"! This document provides very good "step-by-step" instructions for each level of experience regarding the use of the internet or computers. There are three options to make this easy for you to do. Please choose one of the following three options that best fits your individual needs:

- a.) Attach the **PDF-document** "Technical Instructions for Participants" to an eMail. Include in this eMail the individual User-ID, the general Secret-Code and all other appropriate conference data. Download this PDF-document at:
 - > **Technical Instructions for Participants without "Conference-Data-Form"** (PDF-File)
 - > **German version** (PDF-File)**or**
- b.) Use the **Word-file** "Technical Instructions for Participants", which contains an additional "Conference-Data-Form". Enter the individual User-ID and the general Secret-Code plus the current conference data into this form and attach the Word-file to an eMail. Then please send this eMail to each single participant. Download this Word-file:
 - > **Technical Instructions for Participants with "Conference-Data-Form"** (Word-File)
 - > **German version** (Word-File)**or**
- c.) If attachments are forbidden or not desired, then simply include the individual User-ID and the general Secret-Code and all other appropriate conference data into an eMail AND include the following LINK into this eMail. This link allows to download and read the "Technical Instructions for Participants" easily.
 - English link:
http://www.openspace-online.com/daten/download/Technical_Instructions_for_Participants.pdf
 - German link:
http://www.openspace-online.com/daten/download/Technische_Anleitung_fuer_Teilnehmer.pdf

13. Prepare your own Participation

In order that all organizers can also participate themselves in the OpenSpace-Online® conference, and are able to download the conference book, they must have the OpenSpace-Online® conference software on their computer in the same way as all other participants. For the exact procedure please see "**Technical Instructions for Participants**".

14. Role of an Organizer during the Conference

As you know from the description of the OpenSpace-Online® method, the organizer does not take over ANY particular role or fulfil any specific tasks during the conference. The virtual online facilitator COMOSO, the structured procedure of the conference and the intuitive user menus of the software guide all participants through the event. The system does not provide for additional talks or individual speeches by organizers or executives during the event. If the organizer also takes part in the conference, he or she is considered to be a conference participant for the duration of the event in the same way as all other individuals who are taking part. This means that he or she can submit a request in the same way as the others and invite the other participants to take part in a discussion or teamwork.

15. Mental Preparation 24 Hours before the Start

If for example the management of a company, a team of organizers or sponsors would like to prepare the participants mentally for the conference theme in a particular manner or would like to introduce themselves once more just before the start of the conference, we recommend sending a corresponding text by eMail to all participants approximately 24 hours before the start of the conference.

This is also a good opportunity to remind the participants to complete the final technical preparations and log-in well before the start of the conference, as well as to provide instructions on the manner of working during an OpenSpace-Online® conference. The following information is recommended for the latter:

Working in an OpenSpace-Online® real-time conference

In order to participate in an OpenSpace-Online® real-time conference you need no special knowledge about the method prior to the event. A virtual facilitator and the structure of the software itself guides all participants through the simple process of the text-based conference (no video, no audio). The participants themselves are the experts. They bring their shared interest in the theme of the meeting and work together to develop new ideas and solutions with their questions and their suggestions. Conveners of workshops need only to welcome their workshop guests, and then let the discussion happen. It is NOT necessary for people to take notes during the conference. At the end of every OpenSpace-Online® conference each participant receives extensive documentation about the meeting in convenient HTML-format at the press of a button. The report provides the ideal foundation for further work, as it contains all of the contents (except the "one-to-one-talks" of the cafe), results, and arrangements made during the meeting. If you are using the SPECIAL variant, the software will guide the group through a final phase of summarizing results, prioritizing, and planning next steps. If you have questions any part of the conference, please click on the question mark „?", which you can find during each phase in the lower blue bar.

Please be extra careful to accurately log-in to the conference. If you see garbled text instead of your own name in the participant list, please log out and log in again. We recommend that you cut and paste the unique User-ID and Secret Code from the eMail you received to avoid any problems.

(This text paragraph is available for you in **English** and in **German**)

16. Rights and Responsibilities of the Organizer

In order that you as an organizer can exercise your "domestic rights", you must also install the OpenSpace-Online® Supervisor-Tool. This OPTIONAL tool makes it possible for you during an online conference to lock out individual participants or even stop the entire conference prematurely. The Supervisor-Tool also helps to get a good overview about the log-in and log-of status of all participants during the conference. The Supervisor-Tool is available for free download under <<http://www.OpenSpace-Online.com>> in the "**Download Center**". Use of the tool is very simple and intuitive. Nevertheless, any questions you may have can be answered at any time via the online help with one click on the "?" within the software.

17. Code of Values, Conference Etiquette and Protective Measures

The Value Code and the OpenSpace-Online® etiquette were developed to guarantee respectful and uncomplicated communication for organizers and their participants. Additional protective measures have been taken to offer all parties involved as secure and protected a forum as possible to allow them to work together in an individually responsible manner.

18. Thank Participants and Sponsors and Implement Follow-up Agreements

Do not forget to thank the participants, sponsors, and all key stakeholders after the conference! We suggest to send an appropriate eMail not later than 48 hours after the end of the conference to the people. This is also a good opportunity to remind the participants to some highlights of the conference and to implement follow-up agreements.

19. Feedback from Conference Organizers

The team of OpenSpace-Online® is extremely interested in learning from the experiences of conference organizers and their participants and to design further product and organization developments accordingly. Praise, critique and suggestions for improvement are thus more than welcome! Please use the feedback form on our website <<http://www.OpenSpace-Online.com>> and indicate exactly to what your comments refer. Many thanks in advance!

20. Check list for single "pay per use" OpenSpace-Online® conferences

| No. | Task | Date | Responsible | Finished |
|--------|--|------|-------------|----------|
| 1. | Clear context, define goal. | | | |
| 2. | Checking the IT Requirements, include IT staff into planning | | | |
| 3. | Define the date Day: <input type="text"/> Time: <input type="text"/> Time-zone: <input type="text"/> | | | |
| 4. | Pay conference fee punctually in advance | | | |
| 5. | Formulate concise title (each line: maximum 65 characters) Line 1: <input type="text"/> Line 2: <input type="text"/> | | | |
| 6. | Choose conference variant CLASSIC (minimum 5 participants) <input type="checkbox"/> SPECIAL (minimum 10 participants) <input type="checkbox"/> | | | |
| 7. | Define conference duration hours: <input type="text"/> | | | |
| 8. | Define registration deadline Date: <input type="text"/> | | | |
| 9. | Prepare invitation | | | |
| 10. | Send invitation Date: <input type="text"/> | | | |
| 11. | Define number of participants after deadline Number: <input type="text"/> | | | |
| 12. | Booking conference on-line | | | |
| 13. | Paying the Conference Fee early enough | | | |
| 14. | Finish conference configurations on-line | | | |
| 15. | Define Secret-Code (maximum 8 to 16 characters) Secret-Code: <input type="text"/> | | | |
| 16. | Send access data and instructions to each participant Date: <input type="text"/> | | | |
| 17. | Finish own preparations for participation | | | |
| 18. | Install Supervisor-Tool (OPTIONAL) Name / Supervisor: <input type="text"/> | | | |
| 19. | Sending the "24-hours-before-eMail" | | | |
| 20. | Thank participants and sponsors; Implement follow-up agreements | | | |
| Notes: | | | | |
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