

Risk Management for (Scientific) Events

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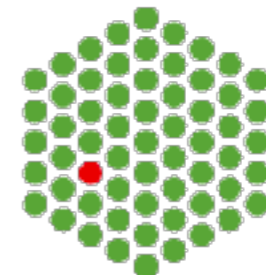
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European Molecular
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Case Study

*When organising an event or a workshop, **what could go wrong before, during and after** and how would I **mitigate such risks***

1. Identifying important Aspects of Event Planning

Important Aspects of Event Planning



Institute



Program



Venue



Budget



Audience



Speakers



Catering



Sponsors



Stakeholders



Communication



Documentation



Volunteers

2. Identifying Possible Risks



Identifying Possible Risks



Institute



Program



Venue



Budget



Audience



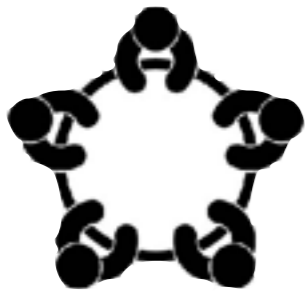
Speakers



Catering



Sponsors



Stakeholders



Communication



Documentation



Volunteers













Identifying Possible Risks

		<i><u>Before the Event</u></i>	<i><u>During the Event</u></i>	<i><u>After the Event</u></i>
	Institute			
	Program			
	Venue			
	Budget			
	Audience			
	Speakers			
	Catering			
	Sponsors			
	Stakeholders			
	Communication			
	Documentation			
	Volunteers			













Identifying Possible Risks

		<i><u>Before the Event</u></i>	<i><u>During the Event</u></i>	<i><u>After the Event</u></i>
	Institute	Misalignment of the workshop goal		
	Program			
	Venue			
	Budget			
	Audience			
	Speakers			
	Catering			
	Sponsors			
	Stakeholders			
	Communication			
	Documentation			
	Volunteers			












Identifying Possible Risks

		<i><u>Before the Event</u></i>	<i><u>During the Event</u></i>	<i><u>After the Event</u></i>
	Institute	Misalignment of the workshop goal	Incident that could damage reputation	
	Program			
	Venue			
	Budget			
	Audience			
	Speakers			
	Catering			
	Sponsors			
	Stakeholders			
	Communication			
	Documentation			
	Volunteers			

Identifying Possible Risks













		<i><u>Before the Event</u></i>	<i><u>During the Event</u></i>	<i><u>After the Event</u></i>
	Institute	Misalignment of the workshop goal	Incident that could damage reputation	Failed to assess the impact of the workshop
	Program			
	Venue			
	Budget			
	Audience			
	Speakers			
	Catering			
	Sponsors			
	Stakeholders			
	Communication			
	Documentation			
	Volunteers			

Identifying Possible Risks

		<u><i>Before the Event</i></u>	<u><i>During the Event</i></u>	<u><i>After the Event</i></u>
	Institute	Misalignment of the workshop goal	Incident that could damage reputation	Failed to assess the impact of the workshop
	Program	Ineffective program design	Bad weather	Ineffective assessment of success and failures
	Venue			
	Budget			
	Audience			
	Speakers			
	Catering			
	Sponsors			
	Stakeholders			
	Communication			
	Documentation			
	Volunteers			

Identifying Possible Risks

Complete file: <https://tinyurl.com/eventrisk>

	<u>Before the Event</u>	<u>During the Event</u>	<u>After the Event</u>
 Institute	Misalignment of the workshop goal	Incident that could damage reputation	Failed to assess the impact of the workshop
 Program	Ineffective program design	Bad weather	Ineffective assessment of success and failures
 Venue	Venue not available on a day of choice	Accessibility or technical issues	Unexpected expenses
 Budget	Insufficient budget	Unexpected cost	Overspent budget
 Audience	Not enough participants	Participant shows up without registration	Participants complain about something
 Speakers	Delays in confirming	Drops out	Speakers complain about something
 Catering	Unavailability of specific catering company	Certain dietary preferences are missing	Unexpected expenses
 Sponsors	Lack of sponsorship	Sponsor is unhappy with certain aspect	Displeased by the use of their sponsorship
 Stakeholders	Don't know where to contribute	Don't know what tasks to deliver	Feel unacknowledged/underappreciated
 Communication	Lack of transparency	Unclear communication of agenda/information	Post-event information is not shared
 Documentation	Multiple locations of documents	Missing guideline	Data lost/corrupted
 Volunteers	Not enough volunteers	Not enough volunteers	Volunteers feel Underappreciated

3. Risk Assessment and Prioritising Tasks

Define C
The
Optimizer
The Planner

groups of
friends
travelling
together

2. PROBLEMS / PAINS

Which problems do you solve for...
There could be more than one, explore different ones
eg. existing solar solutions for private houses are considered
a good investment (1).

TOO MANY
POINTS FOR
COMPARISONS
(FI)










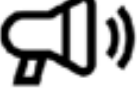


Hard to
coordinate
booking for
a group.

TOO MANY
TABS

Too much
irrelevant
info on SL
cards










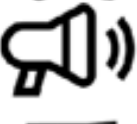


Risk Assessment: Likelihood Vs. Impact

Legend	High	Medium	Low
--------	------	--------	-----

	<i><u>Before the Event</u></i>	<i><u>During the Event</u></i>	<i><u>After the Event</u></i>
 Institute			
 Program			
 Venue			
 Budget			
 Audience			
 Speakers			
 Catering			
 Sponsors			
 Stakeholders			
 Communication			
 Documentation			
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Risk Assessment: Likelihood Vs. Impact

Legend	High	Medium	Low
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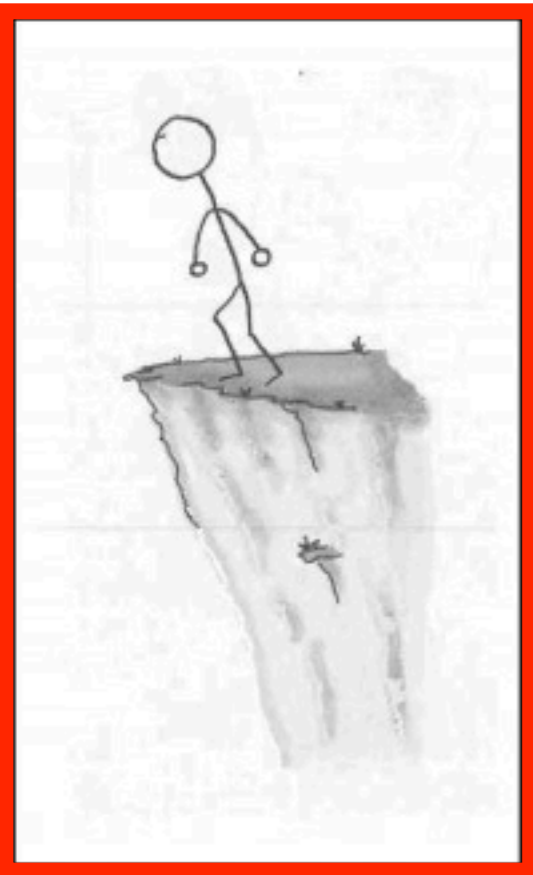
	<i>Before the Event</i>	<i>During the Event</i>	<i>After the Event</i>
 Institute	High	High	High
 Program	High	Medium	High
 Venue	High	High	Low
 Budget	High	Medium	High
 Audience	High	Medium	High
 Speakers	Medium	High	Low
 Catering	Medium	High	Low
 Sponsors	Medium	High	High
 Stakeholders	Medium	Medium	High
 Communication	Medium	High	High
 Documentation	Medium	Medium	High
 Volunteers	Medium	Medium	High

Risk Management

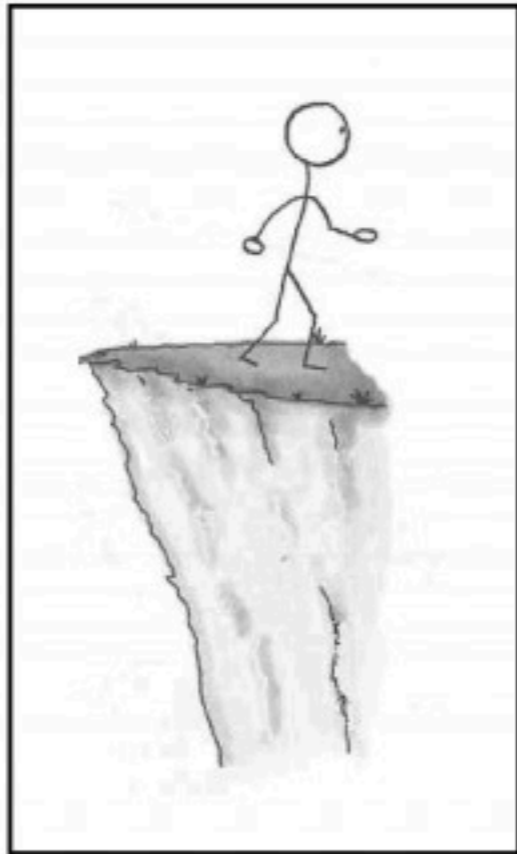
- Risk Avoidance
 - Drop tasks that don't add value but come with risks
- Risk Reduction
 - Create contingency plans to reduce last minute threats
- Risk Transfer
 - Identify third party to deal with specific risks
- Risk Acceptance
 - Develop monitoring plan for important tasks with risks

Minimize the negative impact of risks that may occur

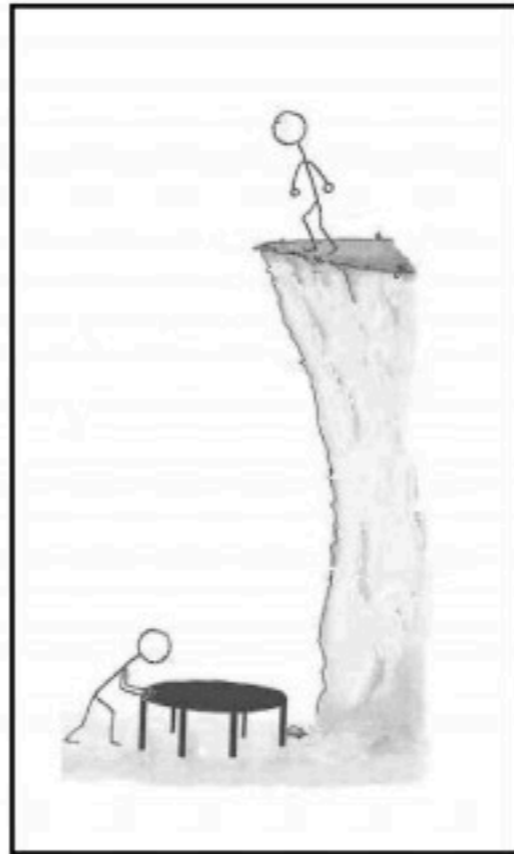
Risk Mitigation



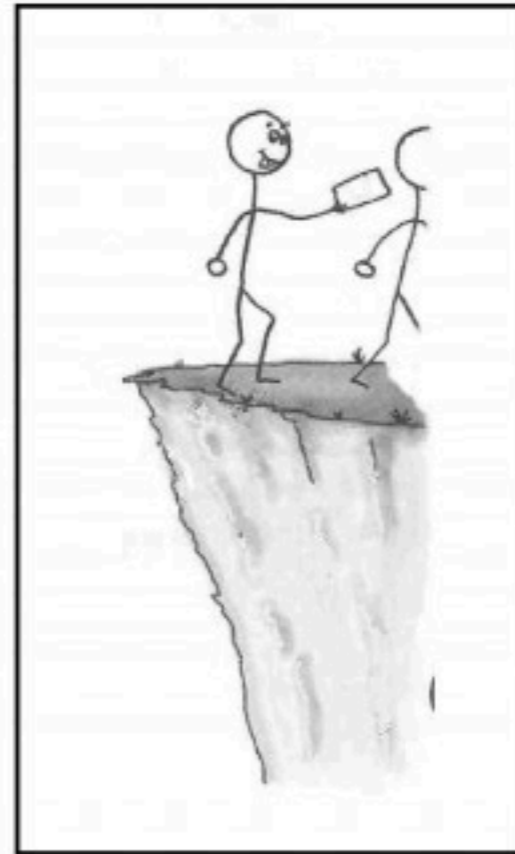
Task with risk



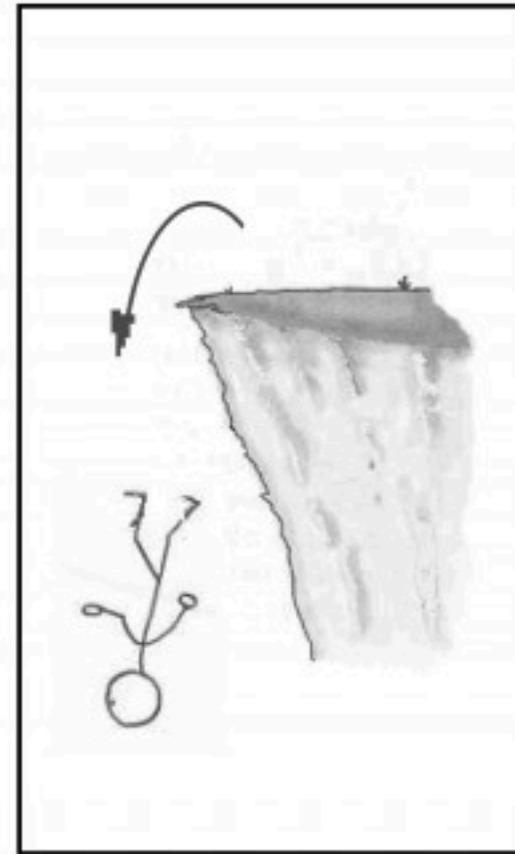
Risk Avoidance



Risk Reduction










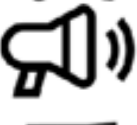




Risk Transfer



Risk Acceptance

Prioritising Tasks: Depends on the Workshop Format

Legend		High	Medium	Low
		<i>Before the Event</i>	<i>During the Event</i>	<i>After the Event</i>
	Institute	High	High	High
	Program	High	Medium	High
	Venue	High	High	Low
	Budget	High	Medium	High
	Audience	High	Medium	Medium
	Speakers	Medium	High	Low
	Catering	Medium	High	Low
	Sponsors	Medium	High	High
	Stakeholders	Medium	Medium	High
	Communication	Medium	High	High
	Documentation	Medium	Medium	High
	Volunteers	Medium	Medium	High

4. Creating Contingency Plans to Mitigate Risks



Contingency Plans to Mitigate Risks

Before the Event

During the Event

After the Event

Risks	Mitigate	Risks	Mitigate	Risks	Mitigate
-------	----------	-------	----------	-------	----------



Goals not aligned

Institute's reputation

Assessment strategy

Contingency Plans to Mitigate Risks

Before the Event

During the Event

After the Event

Risks	Mitigate	Risks	Mitigate	Risks	Mitigate
-------	----------	-------	----------	-------	----------



Goals not aligned

Set effective goals

Institute's reputation

Security & Policies

Assessment strategy

Meaningful survey

Contingency Plans to Mitigate Risks

Before the Event

During the Event

After the Event

Risks	Mitigate	Risks	Mitigate	Risks	Mitigate
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Goals not aligned

Set effective goals

Institute's reputation

Security & Policies

Assessment strategy

Meaningful survey

Insufficient budget

Effective budget plan






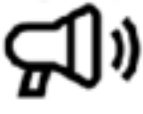






Unplanned expense

Reserve over - head cost

Overspent budget

Get quotes from vendors

Contingency Plans to Mitigate Risks

		<u>Before the Event</u>		<u>During the Event</u>		<u>After the Event</u>	
		Risks	Mitigate	Risks	Mitigate	Risks	Mitigate
	Institute		✓		✓		🔍
	Budget		✓		✓		🔍
	Program		✓		🔍		🔍
	Venue		✓		✓		✓
	Audience		🔍		✓		✓
	Communication		✓		✓		🔍
	Sponsors		✓		✓		✓
	Speakers		🔍		🔍		✓
	Stakeholders		✓		✓		✓
	Documentation		✓		✓		🔍
	Volunteers		🔍		🔍		✓
	Catering		✓		🔍		✓

Key Points to Consider for Mitigating Risk



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- **Involve all the stakeholders** from the beginning
 - Maintain communication and set right expectations



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- Transfer specific risk to **reliable service providers**
 - AV, catering, budget handling and transportations



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- **Involve all the stakeholders** from the beginning
 - Maintain communication and set right expectations
- Store **data in a common location**
 - Checklists, policies, invoices/quotes, task delegation etc.
- Transfer specific risk to **reliable service providers**
 - AV, catering, budget handling and transportations
- **Acknowledge contributions**
 - Create values for people to participate and contribute



Personal Notes

- Review **past events** (*triggers & tips*)
- **Involve** community members
- **Delegate tasks** effectively
- **Establish strategies**, timelines, and budget in advance
- **Stay connected** with people



Things always go wrong...



**Things always go wrong...
and that's alright!**

Personal Experiences



No show



High demand



Low budget



No internet



Lost packages



Technical issues



Flood



Earthquake



Projector failure

Summary

1. Identifying important Aspects of Event Planning

2. Identifying possible risks

3. Risk assessment and prioritisation

4. Developing contingency plan for mitigating risks

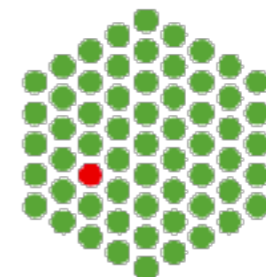
5. Bringing in personal experiences

Thank you.



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Malvika Sharan

@MalvikaSharan



@NPalopoli teaching about managing a #diverse classroom. We tackled the internet issue with voice calling from @WhatsApp & video using @zoom_us. This has been working well :) the reason to have this hybrid is to make sure that our learner meet more Spanish speaking instructors.



8:04 AM - 4 Dec 2018

1 Retweet 7 Likes

