



**MILSET REGIONAL EXPO-SCIENCES**  
**GENERAL MAILING PLAN**

	Email	Objective	Directed to	Suggested Start Date
1	MILSET Regional Expo-Sciences Invitation	Promote	MILSET Member Organisations Non-member Organisations	February
2	MILSET Regional Expo-Sciences Invitation reminder	Promote	MILSET Member Organisations Non-member Organisations	March
3	Welcome letter	Inform	Head of Delegation Registered delegates	February
4	Deadline Dates	Inform	Head of Delegation Registered delegates	March
5	Visa support letter and information to process the visa	Inform	Head of Delegation Registered delegates	March
6	Transportation pick-up spots	Inform	Head of Delegation Registered delegates	March
7	Participant guide	Inform	Head of Delegation Registered delegates	at least 3 months before the event
8	Deadline dates reminder(s) (Registration, documents, flight details, etc.)	Inform	Head of Delegation Registered delegates	variable
*9	YCC registration	Register	Participants	at least 1 month before the event
*10	Free tours registration	Register	Delegates	at least 1 month before the event
*11	Delegations Room List	Register	Head of Delegations	at least 1 month before the event
*12	Cultural night informaion	Inform	Delegates	at least 1 month before the event
13	Registration Closing date and Welcome to the event	Inform	Delegates	at least 1 month before the event
*14	WhatsApp groups	Register	Head of Delegation Registered delegates	at least 1 month before the event
*15	YYC Confirmation of participation	Inform	Participants	a couple of weeks before the event
*16	Booth number	Inform	Head of Delegation Participants Supervisors	a couple of weeks before the event

\*In case the corresponding modules are active