|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date/Time** | **Event** | **Time** | **Number of rooms**  | **Room style**  | **Note** |
| Day One5 Dec | **INTOSAI – Donor Steering Committee Meeting** | * One Meeting room (70 person)
* Two lunch rooms
* Delegates: 100pax
* Staff: 80pax
 |  |  |
| Session one | 8:00am – 10:15am |
| Coffee Break  | 10:15am – 10:30am |
| Session Two  | 10:30am – 12:00 pm  |
| Lunch break  | 12:00pm – 1:30pm  |
| Session Three | 1:30pm – 3:00pm  |
| Coffee Break  | 3:00pm – 3:15pm |
| Session Four  | 3:15pm – 5:00pm  |
|  |
| Day Two 6 Dec | **Main committee Meeting of Goal 1, Goal2 and Goal 3** | * Three Meeting room
	+ For the morning 3 rooms (100 persons per room)
	+ For the afternoon three rooms (50 persons per room)
* Two lunch rooms
* Delegates: 250pax
* Staff: 80pax
 | * U shape style for “the INTOSAI Chairpersons’ Meeting.”
 |  |
| Session one | 8:00am – 10:15am |
| Coffee Break  | 10:15am – 10:30am |
| Session Two  | 10:30am – 12:00 pm  |
| Lunch break  | 12:00pm – 1:30pm  |
| **Optional short Meeting Finance & Administration Committee** |
| **IDI ( open session)** |
| Session  | 1:30pm – 3:30pm |
| **INTOSAI Chairpersons’ Meeting** |
| Session  | 3:30pm – 5:00pm |
| Coffee Break  | 5:00pm – 5:15pm |
|  |
| Day Three7 Dec | **68th Governing Board meeting** | * One staging room for 650 persons
* Two lunch rooms
* Delegates: 200pax
* Staff: 80pax
* Gala dinner 650pax
 |  | Opening Gala Dinner (place:…….)  |
| Session one | 8:00am – 10:45am |
| Coffee Break  | 10:45am – 11:00am |
| Session Two  | 11:00am – 12:30 pm  |
| Lunch break  | 12:30pm – 1:30pm  |
| Session Three | 1:30pm – 3:30pm  |
| Coffee Break  | 3:30pm – 3:45pm |
| Session Four  | 3:45pm – 5:00pm |
|  | **Reception** |  |  |  |
| Reception  | 6:00pm – 8:00pm  |
|  |
| Day Four 8 Dec | **Inauguration Ceremony XXII INCOSAI including Staats and Kandutsch Awards & hand over the hammer (possibly combined with Official Photo)** | * One big room for 650 persons
* four rooms for the group (each room 100 persons)
* Two lunch rooms
* Delegates: 650pax
* Staff: 80pax
 | * Stage room classroom style
* Plenary class room
 | Every day at 7:00pm we possibly need dinner activity  |
| Opening Ceremony  | 9:00 – 11:00 |
| **Short General Plenary Session**  |
| Session | 11:00am – 12:30pm  |
| Lunch break | 12:30pm – 1:30pm  |
|  **Theme I Plenary Session**  |
| Session | 1:30pm – 3:00pm  |
| Coffee Break | 3:00pm – 3:15pm  |
| **Theme I Discussion Groups** |
| Session | 3:15pm – 4:45pm  |
|  |
| Day Five9 Dec | **Theme II Plenary Session** | * Two lunch rooms
* Delegates: 650pax
* Staff: 80pax
 |  | Every day at 7:00pm we possibly need dinner activity  |
| Session  | 8:30am – 10:00am |
| Coffee Break  | 10:00am – 10:15am |
| **Theme II Discussion Groups (4 Groups: 2 Only English and 2 in all languages)** |
| Session  | 10:15am – 11:45am |
| **General Plenary Session of Congress** |
| Session one | 11:45am – 1:00pm  |
| Lunch break  | 1:00pm – 2:00pm  |
| Session Two  | 2:00pm – 3:30pm |
| Coffee Break  | 3:30:pm – 3:45pm |
| **Booths** |
| booths | 3:45pm – 6:00pm  |
|  |
| Day Six10 Dec | **Excursion** | 9:00am – 3:00pm |  |  | Including lunchEvery day at 7:00pm we possibly need dinner activity #Cultural Night. |
| **Discussion Groups for the Abu Dhabi Accords** | 5:00pm  |
| **Cultural Night**  | 6:00 pm |
|  |
| Day Seven 11 Dec | **Closing Plenary Session of Theme I** | * Two lunch rooms
* Delegates: 650pax
* Staff: 80pax
* Gala dinner 650pax
 |  | Closing Gala Dinner (Place:………)  |
| Session | 8:00am – 10:15am |
| Coffee Break  | 10:15am – 10:30am |
| **Closing Plenary Session of Theme II** |
| Session  | 10:30am – 12:30pm |
| **Distribution of draft Abu Dhabi Accords** |
| Lunch break  | 12:30pm – 1:30pm  |
| **Plenary Session of Discuses and Approve Abu Dhabi Accords** |
| Session | 1:30pm – 3:00pm |
| **69th Governing Board Meeting** |
| GB Meeting  | 3:00pm – 4:30pm  |
| **Press Conferences**  |
| Conferences  | 4:30pm – 5:30pm  |
| **Closing Gala Dinner** |
| Closing gala dinner  | 7:30pm – 9:00pm |