

**Sri Lanka Economics Research Conference (SLERC) 2014**  
**The structure of the Organising Committee**

	<b>Committee</b>	<b>Assigned task / responsibility</b>	<b>Members</b>
1	Action Committee	<ol style="list-style-type: none"> <li>1. Preparing a proposal for stake holders' contribution</li> <li>2. Planning the conference, assigning tasks and supervising other committees</li> <li>3. Preparing the conference budget</li> <li>4. Creating the conference web site and the common e-mail address</li> <li>5. Communicating with all relevant parties (correspondence with university authorities, paper presenters, reviewers, SLFUE, etc. by letters, e-mails, etc.)</li> <li>6. Creating templates for abstracts, review reports etc.</li> <li>7. Initial publicity</li> <li>8. Calling for papers</li> <li>9. Finding reviewers</li> <li>10. Compiling conference proceedings / abstracts</li> <li>11. Publishing abstracts</li> <li>12. Organising inauguration session</li> <li>13. Dealing with mass media</li> </ol>	<p>Chair-SLERC , Head, Department of Economics, University of Ruhuna Dr. B M Sumanarathne</p> <p>Coordinator-SLERC Dr. A J M Chandradasa</p> <p>Members Prof. D Atapattu Prof. P Vithanage Mr. I R Priyantha Dr. U Abeyrathne Dr. D A L H Shammika Mr. N Kurukulasooriya Mr. N Keembiyahetti Mr. C Gunasinghe Mr. N Wijesinghe</p> <p>Co-secretaries-SLERC Ms. I R Akurugoda Ms. U Kariyawasam</p>
2	Fund Raising Committee	<ol style="list-style-type: none"> <li>1. Preparing letters and documents for fund raising</li> <li>2. Conversing with potential bodies</li> <li>3. Opening and maintaining a bank account</li> <li>4. Keeping financial reports</li> </ol>	<p>Chair-SLERC , Head, Department of Economics, University of Ruhuna Dr. B M Sumanarathne</p> <p>Coordinator-SLERC Dr. A J M Chandradasa</p> <p>Members Prof. D Atapattu Prof. P Dayanada Prof. P Vithanage Dr. D A L H Shammika</p>

3	Conference Committees	<p>1) Accommodation Committee</p> <ul style="list-style-type: none"> <li>a. Providing accommodation for foreign &amp; local presenters &amp; invitees</li> <li>b. Providing transport: hotel to conference venue and back to hotel (if requested)</li> <li>c. Providing transport from/to airport (if requested)</li> <li>d. Providing food /other facilities during the stay</li> </ul> <p>2) Food &amp; Refreshment Committee</p> <ul style="list-style-type: none"> <li>a. Catering food/refreshments for all registered participants and invitees during inaugural session and conference sessions</li> <li>b. Arranging waste disposal</li> </ul> <p>3) Session Committee</p> <ul style="list-style-type: none"> <li>a. Preparing session schedule / time table</li> <li>b. Appointing and arranging session chair / panellist / guest speakers and keeping communication with all relevant parties</li> <li>c. Preparing and handing over invitations &amp; car passes</li> <li>d. Obtaining relevant approvals</li> <li>e. Creating and issuing identity cards/name cards to guest speakers, presenters, session chairs</li> <li>f. Keeping records on registration</li> <li>g. Maintaining registration / information desk and handling inquiries / directing participants to sessions</li> <li>h. Duplicating required numbers of documents and preparing conference packs</li> <li>i. Arranging relevant documents</li> </ul>	<p>Chair-Accommodation Committee Mr. S K Dervin</p> <p>Members Mr. Emil Perera Mr. Saman Udayakantha</p> <p>Chair-Food &amp; Refreshment Committee Prof. P Dayananda</p> <p>Members Mr. A A Shantha Mr. H K Sarath Mrs. S Rajapaksha</p> <p>Chair-Session Committee Dr. B M Sumanarthne</p> <p>Members Dr. U Abeyrathne Mr. I R Priyantha Dr. D A L H Shammika Mrs. E Lelwala Mr. C Gunasinghe</p>
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		<p>in session rooms</p> <p>4) Session Logistic Committee</p> <ol style="list-style-type: none"> <li>a. Display conference banners at the main entrance, university premises, on the stage and in session rooms</li> <li>b. Hoisting national flags, University flags &amp; sponsors' banners</li> <li>c. Arranging seats in the inauguration hall and session rooms</li> <li>d. Arranging flowers at the entrance, stage &amp; session rooms</li> <li>e. Arranging audio visual settings (multimedia / sound system / white board / marker pens etc.)</li> <li>f. Preparing name boards on the head table &amp; session tables</li> <li>g. Displaying directions and sign boards</li> <li>h. Providing technical support for presenters</li> <li>i. Providing sanitary facilities for participants</li> <li>j. Arranging parking facilities</li> </ol>	<p>Chair-Session Logistic Committee Prof. P Vithanage</p> <p>Members Dr. U Abeyrathne Mr. Emil Perera Mr. S Abeywarna Mr. N Wijesinghe Mr. N Kurukulasooriya Mr. A A Shantha Mr. N Keembiyahetti</p>
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