

CAMILA BURBANOS



1 WORK SAMPLES

CONTACT ME:

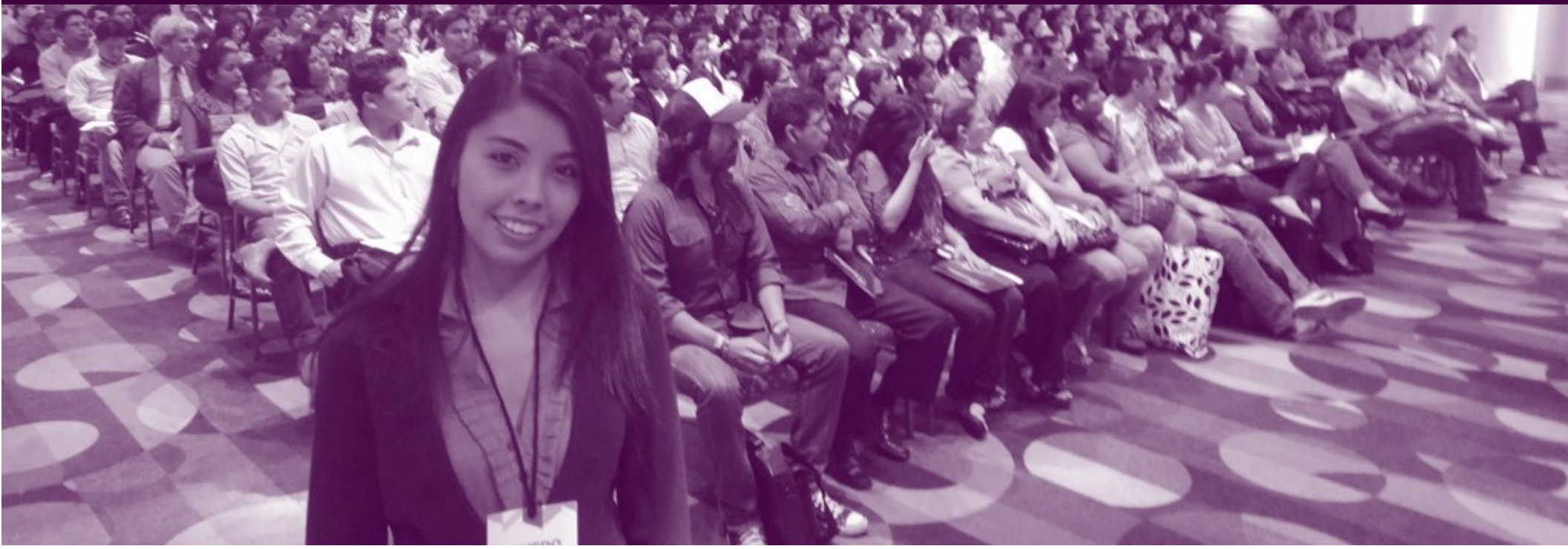
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ECUADORIAN ENTREPRENEUR CONGRESS

PROJECT DIRECTOR AND DIGITAL DESIGNER



The event is presented as a unique space in which entrepreneurs and institutions interrelate, aiming to build and strengthen bridges to facilitate business development and new companies. This whole scenario will facilitate the consolidation of the ideas in the BUSINESS WORLD



FAIR

During the Fair Entrepreneurs will present ideas and projects. They share their experiences and showcase their products and services.

Participants in the Entrepreneurs Fair are: Schools, Colleges, Universities.



CONFERENCES

During 2 days, people that visit the congress will have the opportunity to attend entrepreneur conferences, presentation of new projects, government support and private financing.



PUBLIC AND PRIVATE INSTITUTION COUNSELING

Within The Congress important public and private institutions will provide support in specific areas.

Each of these institutions will have an information point within the Entrepreneurs Fair.



EXPERTS COUNSELING

Especial Guests will advise entrepreneur projects in specific areas such as: marketing, finance, management, and others.



CON EL APOYO DE:



PARTICIPAN:



ORGANIZA:

ECUADORIAN ENTREPRENEURS CONGRESS

PLANNING: WORK BREAKDOWN STRUCTURE

1.BRANDING	2. BUDGET	3. PARTICIPANTS	4. SPONSORS	5.PLACE	6. PUBLICITY	7. AGENDA	8.HUMAN TALENT	9.MANUAL OF THE CONGRESS	10.AWARDS	11.CATERING	12.IMPORTANT GUESTS	13. PROJECT MANAGEMENT
1.1 NAME	2.1 ELABORATE BUDGET	3.1 Define profile	4.1 Define Profile	5.1 Request Suppliers price quotations	6.1 design brochures for participants	7.1 Defining Event Date	8.1. Define how many extra people is needed	9.1 Define Politics of the Event	10.1.Define Awards	11.1. Elaborate Data Base of possible suppliers	12.1 Guest List	13.1 Project Meeting
1.3 DESIGN LOGO	2.2 Participation Price	3.2 Define database entrepreneurs participants	4.2 Define database	5.2 Define place	6.1.1 Design brochure for sponsors	7.2. Define activities of the Fair	8.2. Define wich people of the company will be involve	9.2 Develope talent functions	10.2 Design Awards	11.2 Request price quotations of suppliers	12.2 Distribute Invitations	13.2 Elaborate summary of each meeting
	2.3 Sponsors Contribution	3.3 Define product	4.3 Define product	5.3 Legalize contracts and limitations of use.	6.1.2 Print samples for sponsors	7.3. Opening events	8.2.1 Staff induction	9.3 Elaborate Manual of the Congress	10.3 Buy Awards	11.3 Select Supplier		
		3.4 Define database of Institutions	4.4 Coordinate schedule of visits	5.4. define adjustments	6.2 Design invitations	7.4.Presenters	8.3. Define extra staff					
		3.5 coordinating visits	4.5 Create standard contracts	5.4.1 Define electricity	6.3 design advertising brochure	7.5. Closing event	8.3.1 Ask for interns of universities					
		3.6 Elaborate registration form	4.6 Conduct Visits	5.4.2Definir security	6.4 Approve designs	7.6. Designing the agenda of the Fair	8.3.2 Elaborate Proposal					
		3.7 Ask participants to sign contracts	4.7 Signing contracts	5.4.3 Define sound	6.4.1 Submit design to logistics	7.7. Send Agenda to the print	8.3.3 Coordinate schedule of visits to universities					
		3.8 List of Participants	4.8 Proces for sponsorship	5.4.4Define music	6.4.2 Submit design to print	7.8. Confirm press and special guests	8.3.4 Singning contracts					
		3.9 Procedures Manual		5.4.5 Request Microphones	6.5 Defining advertising products that will be delivered at the fair		8.3.5 Conduct interviews for interns					
				5.4.6 Request speakers	6.5.1 Design Folders		8.3.6 Perform induction for interns					
				5.4.7 Define chairs and tables	6.5.2 Design Pens							
				5.4.8 Define paneling	6.5.3 design pencils							
				5.4.9Define internet	6.5.4 Design Papers							
				5.4.10 Define Decoration	6.6. Elaboration of Banners							
				5.5 Define transportation	6.6.1 Desing Banners							
				5.6Define human talent for the adjustments of the place	6.6.2 Approve designs							
					6.6.3 Sending design banners to the print							
					6.7 Use of Social Media							

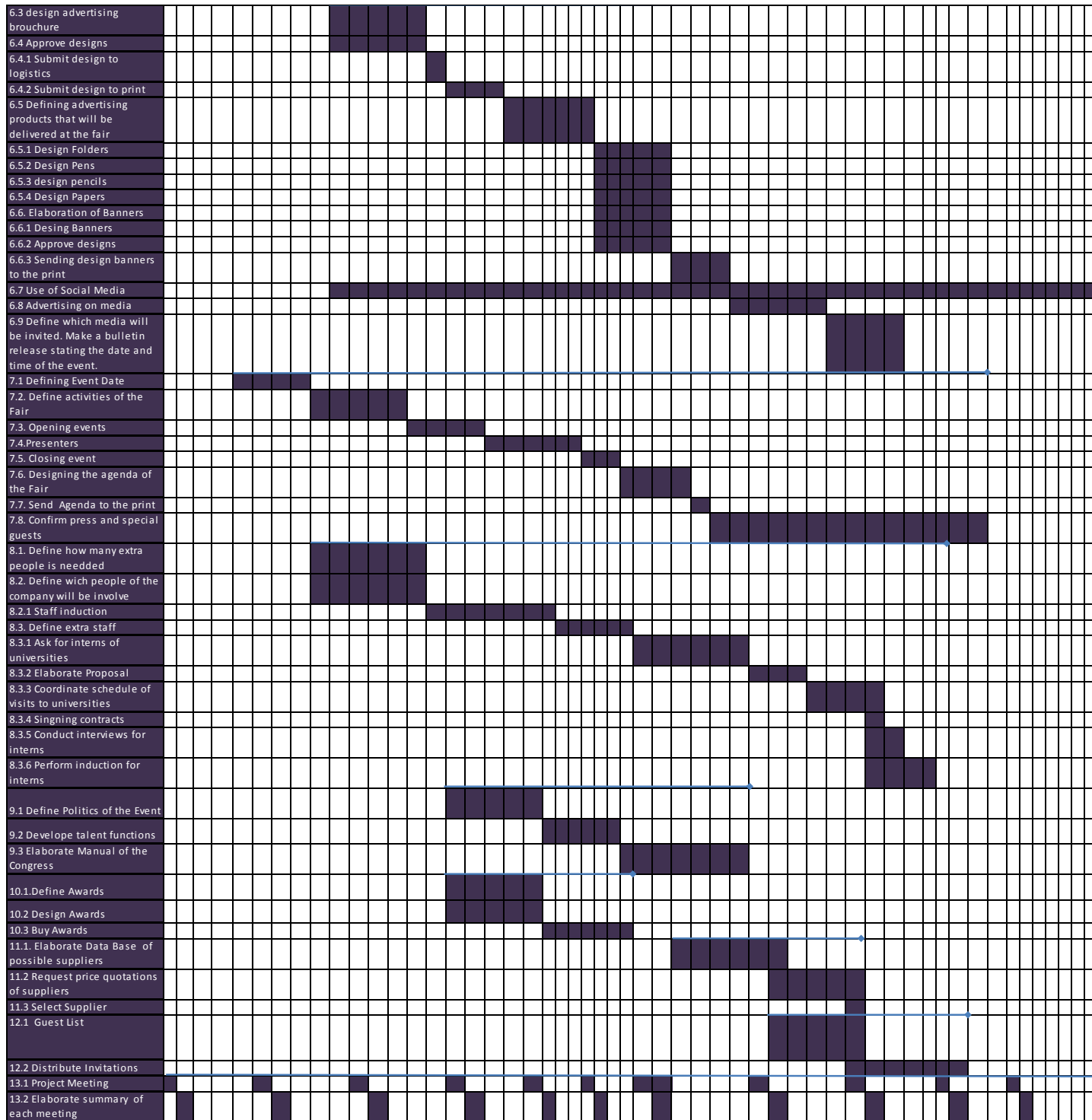
PLANNING: RESPONSABILITY ASSIGNMENT MATRIX

		ANALIA BERMEO COMMUNICATION		IVAN BENAVIDES LOGISTICS	
	CAMILA BURBANO CONGRESS DIRECTOR		DIANA LANDIVAR COOR DE TALENTO HUMANO		CAMILA BURBANO DIGITAL DESIGNER
1.1 NAME	C	P			C
1.3 DESIGN LOGO		C			P
2.1 ELABORATE BUDGET	P	C	C	C	
2.2 Participation Price	P	C		C	
2.3 Sponsors Contribution	P	C		C	
3.1 Define profile	P	C		C	
3.2 Define database entrepreneurs participants	C	C		P	
3.3 Define product	P	C		C	
3.4 Define database of Institutions	P	C		C	
3.5 coordinating visits	P	C		C	
3.6 Elaborate registration form	P	C			C
3.7 Ask participants to sign contracts	P	C		C	
3.8 List of Participants	C			P	C
3.9 Procedures Manual	P	C		C	
4.1 Define Profile	P	C		C	
4.2 Define database	C	C		P	
4.3 Define product	P	C		C	
4.4 Coordinate schedule of visits	P	C		C	
4.5 Create standard contracts	P			C	
4.6 Conduct Visits	P	C		C	
4.7 Signing contracts	P			C	
4.8 Proces for sponsorship	C	P		C	
5.1 Request Suppliers price quotations	C			P	
5.2 Define place	P	C		C	
5.3 Legalize contracts and limitations of use.	P	C		C	
5.4. define adjustments	C			P	
5.4.1 Define electricity	C			P	
5.4.2 Definir security	C			P	
5.4.3 Define sound	C			P	
5.4.4 Define music	C			P	
5.4.5 Request Microphones	C			P	
5.4.6 Request speakers	C			P	
5.4.7 Define chairs and tables	C			P	
5.4.8 Define paneling	C			P	
5.4.9 Define internet	C			P	
5.4.10 Define Decoration	C			P	
5.5 Define transportation	C			P	
5.6 Define human talent for the adjustments of the place	C		P	C	
6.1 design brochures for participants		C		C	P
6.1 design brochures for participants		C		C	P
6.1.1 Design brochure for sponsors		C		C	P
6.1.2 Print samples for sponsors		C		C	P
6.2 Design invitations		C		C	P
6.3 design advertising brochure		C		C	P
6.4 Approve designs		C		C	P
6.4.1 Submit design to logistics		C		C	P
6.4.2 Submit design to print	C	C		P	C
6.5 Defining advertising products that will be delivered at the fair	C	C		P	C
6.5.1 Design Folders		C		C	P

PLANNING: RESPONSABILITY ASSIGNMENT MATRIX (PART 2)

		ANALIA BERMEO COMMUNICATION		IVAN BENAVIDES LOGISTICS	
	CAMILA BURBANO CONGRESS DIRECTOR		DIANA LANDIVAR COOR DE TALENTO HUMANO		CAMILA BURBANO DIGITAL DESIGNER
6.5.2 Design Pens		C		C	P
6.5.3 design pencils		C		C	P
6.5.4 Design Papers		C		C	P
6.6. Elaboration of Banners	C	C		P	C
6.6.1 Desing Banners		C		C	P
6.6.2 Approve designs	P	C			C
6.6.3 Sending design banners to the print	C	C	C	P	C
6.7 Use of Social Media	P	C			C
6.8 Advertising on media	P	C			C
6.9 Define which media will be invited. Make a bulletin release stating the date and time of the event.	P	C			C
7.1 Defining Event Date	P	C			
7.2. Define activities of the Fair	P	C			
7.3. Opening events	P	C			
7.4. Presenters	P	C			
7.5. Closing event	P	C			
7.6. Designing the agenda of the Fair		C		C	P
7.7. Send Agenda to the print	C	C		P	C
7.8. Confirm press and special guests	P	C		C	
8.1. Define how many extra people is neededd	P	C	C	C	
8.2. Define wich people of the company will be involve	P	C	C	C	
8.2.1 Staff induction	C	C	P	C	
8.3. Define extra staff	C	C	P	C	
8.3.1 Ask for interns of universities	C	C	P	C	
8.3.2 Elaborate Proposal	C	C	P	C	
8.3.3 Coordinate schedule of visits to universities	C	C	P	C	
8.3.4 Singning contracts	C	C	P	C	
8.3.5 Conduct interviews for interns	C	C	P	C	
8.3.6 Perform induction for interns	C	C	P	C	
9.1 Define Politics of the Event	P	C		C	
9.2 Develope talent functions	C	C	P	C	
9.3 Elaborate Manual of the Congress	C	C	P	C	
10.1. Define Awards	P	C		C	
10.2 Design Awards		C		C	P
10.3 Buy Awards	P	C		C	
11.1. Elaborate Data Base of possible suppliers	C			P	
11.2 Request price quotations of suppliers	C			P	
11.3 Select Supplier	P			C	
12.1 Guest List	P	C		C	
12.2 Distribute Invitations	C	C		P	
13.1 Project Meeting	P	C	C	C	C
13.2 Elaborate summary of each meeting	P	C	C	C	C

GANTT DIAGRAM PART 2



EXECUTION GALLERY I CONGRESS



2011

EXECUTION GALLERY II CONGRESS



2012

PUBLICITY SAMPLES





II ENCuentro de EMPRENDEDORES ECUATORIANOS

PARTICIPA DE ESTE ENCuentRO ÚNICO, PARA EMPRENDEDORES Y FUTUROS EMPRENDEDORES.

Ven a aprender y a intercambiar tus ideas y experiencias en este importantísimo evento para emprendedores

Contaremos con la presencia de importantes instituciones como el **SRI, IESS, IEPI, MIPRO**, entre otros.

FERIA DE EMPRENDEDORES	CONFERENCIAS
PUNTOS DE INFORMACIÓN DE INSTITUCIONES PÚBLICAS	CAFÉ CON EXPERTOS

Días: 29 y 30 de Noviembre
Lugar: Salones de eventos Mall del Sol, 6to piso (Salones Rubi y Diamante).
HORARIOS: 10H00-20H:00 / ENTRADA GRATUITA





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FERIA DE EMPRENDEDORES




CAFÉ CON EXPERTOS



ASESORÍA INSTITUCIONES



CONFERENCIAS



III ENCuentro de EMPRENDEDORES ECUATORIANOS

PARTICIPA:
emprendedores@pronidusa.org

CUPON RETIRO



II ENCuentro de EMPRENDEDORES ECUATORIANOS

Días: 29 y 30 de Noviembre
Lugar: Salones de eventos Mall del Sol, 6to piso (Salones Rubi y Diamante).
HORARIOS: 10H00-20H:00 / ENTRADA GRATUITA

PASE N°

NOMBRE

EMAIL

CELULAR

