

SOP: Confirmation of Participant Availability and Attendance

This SOP details the process for **confirmation of participant availability and attendance**, including initial communication protocols, scheduling coordination, reminders, and attendance verification methods. The goal is to ensure accurate tracking of participant engagement and optimize event or meeting planning by confirming availability and recording attendance systematically.

1. Purpose

To establish a standardized procedure for confirming participant availability and recording attendance in order to support effective planning and reporting for events or meetings.

2. Scope

This SOP applies to all staff members responsible for organizing events, workshops, or meetings involving external or internal participants.

3. Responsibilities

- **Organizer/Coordinator:** Oversees communications, schedules, and attendance tracking.
- **Participants:** Respond to invitations/confirmations and attend scheduled events.

4. Procedures

1. Initial Communication

- Send an official invitation to all potential participants via email or designated communication platform.
- Include event/meeting details: date, time, location, agenda, and RSVP instructions.

2. Availability Confirmation

- Request participants to confirm their availability by a specified deadline.
- Track responses in a centralized participant tracking sheet or database.
- Follow up with non-responders within 2-3 days before the RSVP deadline.

3. Scheduling & Coordination

- If required, coordinate with participants to identify suitable dates/times.
- Send calendar invites for confirmed participants.

4. **Reminders**

- Send a reminder to confirmed participants 24-48 hours before the event.
- Include essential event details and contact information for queries.

5. **Attendance Verification**

- Record attendance at the event (manual sign-in, digital check-in, or platform attendance report).
- Update attendance records promptly in the tracking system.

6. **Post-Event Review**

- Report attendance rates and note any significant absences.
- Identify areas for improvement in the confirmation and attendance tracking process.

5. **Tools & Templates**

Tool/Template	Description
Invitation Email Template	Standardized format for initial outreach and RSVP requests.
Participant Tracking Sheet	Spreadsheet/database for logging responses and attendance.
Reminder Template	Email or message reminder for participants.
Attendance Sheet	Manual or digital for onsite or virtual sign-in records.

6. **Records Management**

- All confirmation and attendance records should be stored securely for the required retention period.
- Ensure compliance with relevant data protection and privacy laws.

7. **Review & Revision**

- This SOP is to be reviewed annually or as necessary.
- Revisions require approval from the relevant supervisor or manager.