**Proposed Timeline for Conferences**

* 10 months out

Web update with save the date information

Review CEU process/approvals necessary

Draft Schedule Layout

Keynote & Featured speakers brainstorm

* 9 months out

Review session selection process

* Review the Call for Proposals (CFP)
* Review CFP Rubric
* Identify session selection committee
* Review session selection materials (approval/denial messaging) and timeline

Discus Exhibits and Sponsorships Packages

* 8 months out

CFP goes live

Schedule Layout Finalized

Supporting materials for CFP finalized:

 Rubric

 Tips to submit a strong proposal pdf

 Proposal Example Document

Webinar?

* 7 months out

Contact/Contract Keynote and Featured Speakers

Finalize Session Selection Committee

Exhibits and Sponsorship packages go live on website

* 6 months out

Keynote & Featured speakers finalized and contracted

Deadline for CFPs

CFPs review

Engagement plan – social media, blog, content curation

* 5 months out

Keynotes and Featured speakers go live on website

Registration goes live

Editorial review of CFP and program copy

* 4 months out

Session content and registration go live on the website

Final session selection and filling holes

Site visit meeting with venue

Finalized program copy due & sent to design/website

* 3 months out

If mailing promo/program, send to printer

Order any required promotional materials (e.g. registration bags/t-shirts, etc.)

Early bird deadline ends

* 2 months out

Finalize post-event survey

Finalize session evaluation language

Draft Run of Show for General Sessions and scripted events (e.g. awards reception)

Call for Volunteers

* 1 month out

Review vendors and final arrangements

Ensure sponsorship benefits are met

Finalize Run of Show and Scripts

Volunteer Schedule and Training

* 1 week out

Review vendors and final arrangements

On-site delivery:

* Bag stuffing
* Name badges
* Signage
* Event date

On-site payments to speakers/vendors if necessary

Thank you notes prepared for key stakeholders & speakers

* 1 day post-event

Post-event survey sent

* 1 months post-event

Payment to vendors and venue

Follow-up with outstanding registration payments