

IEEE AUTOTESTCON PLANNING SCHEDULE
(general benchmarks subject to change as conditions warrant)

Prior to Conference	Action/Activity	Responsibility
3 years	Select General Chair, location, dates, potential facility(ies)	local IEEE entity
3 years	Submit conference proposal to AUTOTESTCON Board of Directors	General Chair
2-3 years	Reconfirm facility availability, begin discussions with facility staff but do NOT sign contract	Gen. Chair, Arrangements
2 years	Populate conference committee, begin meetings	All
2 years	Promotional booth at AUTOTESTCON	All
2 years	Provide details of conference to IEEE TAB (budget, publications, insurance, conference forms)	General Chair, Finance, Arrangements, Agent
2 years	Preliminary posting on website – dates, location, committee	Promotion/Web
2 years	Begin bi-monthly meetings	All
1.5 – 2 years	Review meeting and exhibit facilities	All
18 months	Determine scope of technical sessions, identify potential session chairs	Technical Program
16 months	Finalize call for papers and submit for proceedings	Technical Program,
14 months	Finalize call for exhibits	Exhibits
13 months	Mail call for exhibitors and note signups will begin at upcoming AUTOTESTCON	Exhibits
12 months	Promotional booth at AUTOTESTCON, with call for papers and exhibits signup apparatus	All
12 months	Circulate call for papers	Exhibits
11 months	Post all pertinent information on web – exhibits, call for papers, reservations, venue attractions, etc.	Promotion/Web
11 months	Update review of hotel, meeting, exhibit facilities and social events/luncheons to reflect “Lessons Learned” from immediate past AUTOTESTCON	All
10 months	Set up hotel reservation system	Arrangements
9 months	Registration form completed and added to web, with other developments and revisions	Registration/web
9 months	Final call for papers prepared	Technical Program

9 months	Finalize advertising program and schedule; prepare ads and contact magazines for "trade" agreements	Promotion
9 months	Distribute call for exhibitors reminder	Exhibits
7 months	Abstracts submission deadline	Technical Program
7 months	Finalize scope of technical sessions	Technical Program
7 months	Finalize exhibit hall layout	Exhibits
7 months	Website updated	Promotion/Web
7 months	Select papers for presentation	Technical Program
6 months	Keynote and luncheon speakers identified and invited	General Chair/Vice Chair
6 months	Preliminary program developed	Publications/Promotion
6 months	Author kits completed and distributed	Technical Program
6 months	Initial menu and banquet selections	Arrangements
6 months	Issue magazine insertion orders	Promotion
6 months	Prepare exhibitor kit	Exhibits
5 months	Mail final call for exhibitors	Exhibits
5 months	Website updated as needed	Promotion/Web
4 months	Distribute exhibitor kit	Exhibits
4 months	Assignment of exhibitor spaces	Exhibits
4 months	Circulate preliminary program and post on web with other developments	Promotion/Publications
3 months	Finalize spouses program	Spouse
3 months	Final selection of menus	Arrangements
3 months	Webpage updated	Promotion/Web
3 months	All meeting rooms/locations assigned	Tech Program/Arrangements
3 months	All papers received from authors	Technical Program
3 months	Advance Program prepared	Publications/Promotion
3 months	All material for Conference Proceedings (CD and printed) received	Tech Program/Publications
2 ½ months	Advance program mailed and added to web	Publications/Promotion/Web
2 months	Order special signs and printing, meal tickets, etc.	Arrangements, Operations
2 months	Webpage updated	Promotion/Web

1 month	Webpage updated	Promotion/Web
1 month	Alert auditor of upcoming conference	Finance
1 week	Pre-Conference meeting (committee and key hotel personnel)	All
Zero	AUTOTESTCON	All
Closing Day	"Lessons Learned" and evaluation meeting	All
1 week after	Major conference participants receive thank-you letters (speakers, session chairs, exhibitors)	Technical Program/Exhibits/ General Chair
1 month after	"Thank-you and farewell" message posted on web and other material removed	Gen Chair/Promotion/Web
1 month after	All committee chairmen submit reports to General Chair	All
3 months after	Preliminary financial report circulated to Board	General Chair/Finance
6 months after	Final material submitted to auditor	General Chair/Finance
6 months after	Semi-final financial report submitted to Board	General Chair
8 months after	Audit report received	General Chair/Finance
9 months after	Audit report and final report to IEEE and sponsors - for final approval - and surplus distributed	General Chair/Finance