

# CONFERENCE YEAR TIMELINE

## Dates, Site, Location

Date	Function	Task	Status
<b>4 Years</b>		Solicit host proposals	
<b>3 Years</b>		Review host proposals	
		Set conference dates	
		Reserve hotel and book space	
		Send contract to IEEE for approval	
		Select conference chairman	
		Select conference committee	
<b>2 Years</b>	IEEE	Develop conference budget	
		Submit conference budget to IEEE	
		Submit IEEE insurance forms	
		Submit IEEE conference information form	
		Submit IEEE publications form	
	Arrangements	Site trip by committee and first meeting	
	Publicity	Set up conference site on web page	
		Select logo and theme	
		Letterhead and electronic signatures	
<b>1 1/2 Years</b>	Financial	Request seed funds from society and section	
		Open conference bank account	
	Program	Call for Papers and Abstract Submission Form	
		Distribute CFP to transactions, web, magazine	
	Publicity	Calendar notices to magazines	
<b>1 Year</b>		<b>Attend current conference, distribute publicity</b>	
<b>9 Months</b>	Program	Identify Reviewers	
<b>8 Months</b>	Program	Identify keynote speaker	
		Plan invited sessions, tutorials	
	Publications	Deadline for receipt of ASF and Abstracts	
		Assign Abstracts to Reviewers	
<b>7 Months</b>	Program	Contract with Como Gang	
		Universal grid to technical chair	
		Technical committee reviewing papers	
		Identify potential session chairs	
<b>6 Months</b>	Publications	Author Accept/Reject letters	
		Author request bio and photo -- electronically	
		Copyright form on web with place for Paper Number	
		Author Checklist on web	
		Advance program on the web -- update weekly	
		Author kit on the web -- Name final papers 1111.pdf	
		Hotel reservation form on web	
		Line up material for front of book	

	Registration	Author registration form on the web	
		Attendee registration form on the web	
		Board/Committee registration form -- spouse policy	
<b>5 Months</b>	Social	Plan banquet and special events	
		Information on tours for spouses	
<b>4 Months</b>	Financial	Engage IEEE auditing services	
	Program	Advance program -- update twice a week	
	Publications	Deadline for receipt of papers	
		Cover art for print and CD	
	Registration	Check badge stock, plastics and reg envelopes	
		Deadline for receipt of author registrations	
		Registrations -- update web twice a week	
<b>3 Months</b>	Arrangements	Send hotel setup with room assignments	
		Order conference bags	
	Program	All papers back from Como w/CCC codes	
		Title and author order confirmed	
		Select session chairs	
		Invite and duties letter to all session chairs	
	Publications	Front of book finalized	
		Table of contents	
		Authors index	
<b>2 Months</b>	Awards/Plaques	Keynote speaker memento	
		Session chair certificates	
	Publications	Proceedings and CD materials to printer	
		Proceedings to IEEE for OOPs	
		Develop At-Door program	
	Program	Notify session chairs of duties; provide abstracts, bios	
<b>5 Weeks</b>	Arrangements	Review BEOs	
		Host area tourist brochures	
		Shipping service	
		Print signs	
		Prepare 3-part NCR receipts	
<b>3 Weeks</b>	Conference	Speaker Evaluation forms	
		Transparancies for each Session Chair w	
		Speaker bios and pix for Session Chairs	
		Print tickets, badges, receipts, certificates	
		If you paid by cc	
		CFP for following year	
		Author breakfast letter	
		Print At-Door Program	
<b>2 Weeks</b>	Arrangements	Hotel meal guarantees	
		Ship all conference materials	
<b>On Site</b>		Review all hotel arrangements -- PreCon meeting?	
		Stuff bags	
		Lessons learned meeting	

		Preliminary report to Board	
<b>3 Months</b>	Financial	Preliminary financial report	
	Registration	Preliminary registration report	
<b>8 Months</b>	Financial	Return of seed money	
		Submit materials to auditor	
<b>10 Months</b>	Financial	Close Conference	
		Final report to IEEE	
		Distribute surplus funds	