

Sample Timeline for Planning and Conducting a Major Conference

T-2 years	Conceive conference idea and form steering committee
T-1.5 years	Begin planning; develop preliminary budget; secure Departmental and College approval (Form OE-1); outline program; identify audience, preferred dates and preferred venue; journal advertisement; build web page
T-1 year	Reserve venue; finalize budget (Form OE-2 which identifies fee to be charged) and secure Departmental and College approval; develop agenda; select and confirm speakers; establish format and deadlines for presentations and abstracts; call for posters; distribute event URL to various list serves
T-6 months	Advise speakers and moderators of format and protocols for written materials and presentations; advise poster presenters of format; identify needs and requirements for speaker travel
T-3 months	Finalize agenda; prepare event announcement; begin registration
T-2 months	Obtain abstracts, bios and other information from speakers, moderators and poster presenters and edit and proof for event notebook or booklet; confirm registration and send conference details to registrants
T-1 month	Review venue, audio-visual and catering arrangements
T-1 week	Conference notebook or booklet to printer; prepare nametags; make final logistical arrangements
T-0	Conduct conference
T+2 weeks	Thank conference speakers, moderators and poster presenters
T+1 month	Complete conference evaluation
T+3 months	Complete reconciliation of income and expenses and close Index