Conference Organizing Timeline

DEADLINE	TASKS
March	● Decide on the theme and date for the conference (ideally have a poster to give at that year's conference).
April	● Establish a planning committee. ● Meet with previous year's conference committee.
April/May	● Reserve conference rooms.
June/July	● Apply for funding from your school's student activities board, your college, and your departments. ● Start a website for the conference.
July	● Invite and confirm keynote and plenary speakers (ask them to buy tickets and reimburse them later).
August	● Design the call for proposals and set the deadline.
November	● Open the call for proposals.
Nov/Dec	● Design the rubric for abstract reviewers. ● Create guides for reviewing (webinars, screencasts, etc.) with help from professors.
Dec/Jan	● Recruit abstract reviewers. ● Send reminders about the call for proposals.
End of Jan	● Deadline for abstract submission (extend one week if necessary).
Early Feb	● Distribute abstracts for review. ● Give reviewers one week.
Mid-Feb	● Notify applicants whose abstracts were accepted. ● Send confirmation emails for international guests (to make sure they are actually planning to come). ● Open registration (*after* acceptance emails are sent). ● Post a schedule overview on your website.
Feb-March	● Send posters to partner universities. ● Put up posters around your campus.

March	• Send personalized invitations to professors from your university who are not presenting. • Develop the program (finish it and post it online at least four weeks before the conference). • Email presenters to let them know the date and time they are presenting. • Explore catering and alcohol options. • Confirm the exact number of attendees for catering. • Get an alcohol permit (if desired). • Get lodging, parking vouchers, and gifts for invited speakers.
March/April	• Close online registration two weeks before the conference. • Target and recruit volunteers (session chairs, technology helpers, registration table) two weeks before the conference.
April	• Assemble programs. • Print name tags. • Stuff folders. • Visit the space where the conference will happen. • Create a schedule detailing where planning committee members will be during the entire conference. • Write introductions for keynote speakers and decide who will introduce each one.
May	• Hold a post-event meeting with sponsors.