

Conference Organizing Timeline

Deadline	Tasks
March	<ul style="list-style-type: none"> Decide on the theme and date for the conference (ideally have a poster to give at that year's conference)
April	<ul style="list-style-type: none"> Establish a planning committee Talk with previous year's conference committee
April/May	<ul style="list-style-type: none"> Reserve conference rooms
June/July	<ul style="list-style-type: none"> Apply for funding from your school's student activities board, your college, and your departments Start a website for the conference
July	<ul style="list-style-type: none"> Invite and confirm keynote and plenary speakers (ask them to buy tickets and reimburse them later)
August	<ul style="list-style-type: none"> Design the call for proposals and set the deadline
November	<ul style="list-style-type: none"> Open the call for proposals
Nov/Dec	<ul style="list-style-type: none"> Design the rubric for abstract reviewers Create guides for reviewing (webinars, screencasts, etc.) with help from professors
Dec/Jan	<ul style="list-style-type: none"> Recruit abstract reviewers Send reminders about the call for proposals
End of Jan	<ul style="list-style-type: none"> Deadline for abstract submission (extend one week if necessary)
Early Feb	<ul style="list-style-type: none"> Distribute abstracts for review Give reviewers one week
Mid-Feb	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Send posters to partner universities Put up posters around your campus
March	<ul style="list-style-type: none"> 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

	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ● Close online registration two weeks before the conference ● Target and recruit volunteers (session chairs, technology helpers, registration table) two weeks before the conference
April	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Hold a post-event meeting with sponsors