

# Conference Planning Committee Timeline Template

(replace green text with applicable dates)

## January (year prior)

- Determine Date (board)
- Call for (next year) Annual Conference location proposals (board)
  - update form in website
  - post link to form on conference landing page
- Set up Google drive/wrike project of committee planning documents (with templates/timelines/etc.)(hml)

## February (year prior)

- Reminder message for call for (next year) Annual Conference location proposals (board)

## March (year prior)

- Deadline for (next year) conference location proposals (usually 3/1) (board)
- Review (next year) conference location proposals (March mtg) (board)
- Notify (next year) conference location proposal acceptance (and contacts those proposals not accepted) (board)

## April (year prior)

- (next year) conference planning committee chair is appointed (board)
  - Provide access to the committee project area of website to incoming chair (hml)
  - Provide access to google drive to incoming chair (hml)
  - Provide access to wrike project to incoming chair (hml)
  - Update [conference@miala.org](mailto:conference@miala.org) to go to committee chair (hml) (note: email will go to both committee chairs between April and June)
- Incoming chair will follow current committee planning communication
- Secure facility for (next year) conference (chair)
  - Sign contract for facility (hml)
  - receive menus and av price lists (hml)
- Secure room blocks for (next year) conference (chair)
  - Sign contract for room blocks (hml)
- Secure venue for preconference workshop (if applicable) (chair)
  - Sign contract for preconference workshop venue (hml)
- Secure venue for preconference reception (if applicable) (chair)
  - Sign contract for preconference reception venue (hml)
- Create budget spreadsheet (chair & hml)

## May (year prior)

- Announce (next year) conference location, and conference planning committee chair at (current year) conference (board)
- Post a "save the date" on website calendar (hml)

- Create an event landing page on the website (hml)
- Obtain list of potential conference volunteers from Heather (chair)
- Appoint committee members (chair and board)
  - Provide access to Google drive to committee members (hml)
  - Provide access to project area of website to committee members (hml)
  - Provide access to wrike project to committee members (hml)
- schedule meetings for conference planning committee (chair)
  - update event calendar and wrike with meeting dates (hml)
- Debrief meeting with (current year) and (next year) conference planning committees
- Invite chairs to board retreat

#### June (year prior)

- Assign roles to committee members (committee)
- Compile and review keynote suggestions (committee)
- Determine communications team (using google spreadsheet, assign mailing lists to committee members) (committee)
- Create hashtag for conference marketing opportunities #MiALA(next year) (committee)
- Review/update sponsorship levels (committee)
  - update website with new sponsorship information (hml)
- Investigate possible sponsors (committee)

#### July (year prior)

- Update committee member contact information on committee web page (hml)
- Remove outgoing chair's email address from receiving [conference@miala.org](mailto:conference@miala.org) (hml)
- Remove access to project area on website for outgoing committee members (hml)

#### August (year prior)

- Save the date notice to members (chair to draft message, share via communications team)
- Chairs to attend board retreat
- Determine theme (board and chair)
- Secure preconference workshop speaker(s) (if applicable) (preconference workshop leader)
  - Send contract to preconference workshop speaker(s) (hml)
  - Or sign contract from preconference workshop speaker(s) (preconference workshop leader)
- Short list of keynote speakers (committee)
- Select and invite keynote speakers (keynote speaker leader)
- Send contract to keynote (keynote speaker leader)
- Announce theme and keynote - after contract signed (keynote speaker leader to draft message, share via communications team)
- Update website with keynote speaker information (hml)
- Send call for proposal form draft to committee for updates (hml)
- Draft sponsor letters (sponsorship leader)

#### September (year prior)

- Call for proposals opening announcement (program leader to draft message, share via communications team)
- Update website with program proposal information (hml)

- Sponsor letters out (sponsorship leader)
- Update website with sponsorship level information (hml)
- Preconference plan complete (preconference leader)
- sponsorship opportunities announcement

#### October (year prior)

- Keep LSTA fund process on the radar (add deadline to submit intent to file when known) (chair)
- Develop program evaluation rubric (program leader)
- Assemble program proposal review team (program leader)
- Proposal reminder out (program leader to draft message, share via communications team)
- Sponsor update (receive commitments, process invoices, update website & tracking spreadsheet) (sponsorship leader and hml)

#### November (year prior)

- Designer hired (if needed) (chair)
- Proposal reminder out (program leader to draft message, share via communications team)
- Sponsor update (receive commitments, process invoices, update website & tracking spreadsheet) (sponsorship leader and hml)

#### December (year prior)

- Final program proposal reminder out (program leader to draft message, share via communications team)
- Program Proposals deadline (add deadline when determined)
  - Close proposal submission form and remove link from webpage (hml)
  - Proposals sent for redacting and forwarding to review team (hml to program leader)
- Preconference workshop information announcement (preconference workshop leader to draft message, share via communications team)
- Update webpage with preconference workshop information (hml)
- Update webpage with preconference reception information (hml)
- Sponsor update (receive commitments, process invoices, update website & tracking spreadsheet) (sponsorship leader and hml)

#### January (conference year)

- Scholarship grant opportunity message out
- Update webpage with scholarship grant information and application (hml)
- Determine scholarship review team
- Determine registration pricing (board)
- Post registration pricing on webpage (hml)
- Dinearounds (dinearound leader)
  - investigate locations, determine locations, share locations with committee
  - post dinearound info on website (hml)
- Send call for posters form draft to committee for review (hml)
- Call for posters open announcement (poster leader to draft message, share via communications team)
- Update webpage with call for posters information (hml)
- Complete review of proposals (program leader)

- Notify program presenters (add deadline to notify when determined) (program leader)
- Determine time slots and room assignments for programs (program leader)
- Update webpage with program information (hml)
- Post room block information on website (receive link and other information from hotels) (chair)
- Ask IGs about dinearounds (dinearound leader)
- Call for posters reminder announcement (poster leader to draft message, share via communications team)
- LSTA application due (add deadline when known) (chair)
- Determine preliminary schedule (committee)
- Sponsor update (receive commitments, process invoices, update website & tracking spreadsheet) (sponsorship leader and hml)

#### February (conference year)

- scholarship applications due (add deadline when determined)
  - Close scholarship form and remove link from webpage (hml)
  - Send applications for redacting and forwarding to review team (hml to scholarship leader)
- Send registration form draft to committee for review (hml)
- Develop poster evaluation rubric (poster leader)
- Assemble poster review team (by submission deadline) (poster leader)
- Post preliminary schedule of webpage (hml)
- Post registration opening date on webpage (hml)
- Final Call for posters reminder (poster leader to draft message, share via communications team)
- Sponsor logos due (sponsorship leader)
- Begin work on program, room signage, and name badges (if applicable) (print program leader)
- Posters due (add deadline when determined)
  - Close poster submission form and remove link from webpage (hml)
  - Send poster submissions for redacting and forwarding to review team (hml to poster leader)
- review scholarship applications (scholarship review team)
- Complete schedule (committee)
- Order lanyards (hml)
- notify scholarship recipients (add deadline to notify when determined)

#### March (conference year)

- announce scholarship recipients (scholarship leader to draft message, share via communications team)
- Update website with scholarship recipients (hml)
- LSTA grant announcement from Library of Michigan
- Acknowledge LSTA funding on webpage (if awarded) (hml)
- Post schedule on website (hml)
- Schedule and registration opening date announcement (chair to draft message, share via communications team)
- Notify posters (add deadline to notify when determined) (poster leader)
- Post poster information on webpage (hml)

- Receive registration information from sponsors who have comped registrations (sponsorship leader)
- Enter comped registrations into system (hml)
- Keynote speaker travel arrangements (hml)
- Preconference speaker travel arrangements (if applicable) (hml)
- Notify presenters, board, and committee to register early to guarantee a seat at the conference. (hml)
- Registration opens
- Send registration opening announcement (chair to draft message, share via communications team)
- Update web page with registration information (hml)
- Announcement about deadline for sponsors to be included in print program (add deadline when known) (sponsorship chair to draft message, share via communications team)
- Program, room signage, name badges (if applicable) complete/send to publisher (print program leader)
- Keep track of hotel reservations (chair)
- Research local information (restaurants, how to get to/from hotel/meeting, other things to do locally) (?)
- Update webpage with local information (hml)

#### April (conference year)

- Announcement about room block release date (add date when known) (hml to draft message, share via communications team)
- Determine if there will be recording/streaming of presentations at conference (if so, how) (?)
- LSTA grants awarded
- Send Library of Michigan invoice for grant payment (hml)
- Registration Reminder announcement (chair to draft message, share via communications team)
- Dinearound reservations made (dinearound leader)
- Select menu items (food leader)
- Share onsite volunteer list (via registration forms and emails) to committee (hml)
- Work with facility regarding room set up, tech, signage, parking, facility floor plans, wifi password, emergency numbers, gender neutral bathrooms, lactation rooms, etc. (facility leader)
- Work with preconference workshop venue regarding room set up and menu (preconference workshop leader)
- Work with preconference reception venue regarding room set up and menu (preconference reception leader)
- Food ordered (hml)
- Volunteer schedule complete (volunteer leader)
- Receive print programs, room signage, and name badges (if applicable) (.pdf on website) (print program leader)
- Send draft of evaluation form to committee for review (remember to include questions needed for LSTA funding) (hml)
- Receive information from sponsors for distribution to attendees (add deadline when determined) (sponsorship leader)
- Order folders for attendee packets (hml)
- Assign (Hire?) someone to take pictures at conference (?)

## May (conference year)

- Create breakout room packets for volunteers (volunteer leader)
- Final registration announcement (chair to draft message, share via communications team)
- Determine if we will be bringing outside AV and if so, who will be bringing it? (chair)
- Gather stuff for folders (?)
- Registration deadline (add deadline when determined)
  - Close registration form and remove link from webpage (hml)
  - Send final list of conference volunteers to committee (hml)
  - Send final counts and dietary restrictions to facilities (hml)
- Create sign in sheets (and name badges if not preprinted) (hml)
- Create pre meeting slides for viewing prior to main meeting (hml)
- Bring easels, poster boards, binder clips, (name badges, if not preprinted), and sign in sheets to facility (hml)
- Bring print programs, room signage, and name badges (if applicable) to facility (print program leader)

## ONSITE

- Stuff folders onsite (committee members who arrive early)
- Set up registration table (hml)
- Set up poster area (poster leader)
- Set up room signage (print program leader)
- Set up outside AV (if bringing) in main and/or breakout rooms (hml)
- Add keynote speaker powerpoint to main room laptop (keynote leader)
- Add pre-meeting slideshow to main room laptop (hml)
- Present welcome (chair)
- Introduce keynote speaker (chair)
- Present president report at business session (president)
- Present treasurer report at business session (treasurer)
- Present advocacy committee report during business session (advocacy chair)
- Present NLLD report at the business session (NLLD grant recipient)
- Present communications committee report during business session (communications chair)
- Present membership committee report during business session (membership chair)
- Present nominations committee report during business session (nominations chair)
- Arrange/announce meeting place for dinearounds participants (dinearounds leader)
- Gather breakout session packets after each session (volunteer leader)
- Clean up poster area (poster leader)
- Clean up registration area (hml)
- Gather room signage (print program leader)

## POST CONFERENCE

- Send follow ups to attendees (include evaluation form link) (chair to draft message, share via attendee email addresses)
- Send thank yous to speakers and sponsors (chair and sponsorship leader)
- Submit expense reimbursement reports before year end (committee)
- Forward invoices for processing before year end (committee)

- Pay keynote speaker (hml)
- Post conference recordings on website (hml)
- Send photos to Heather for posting in website photo album (hml)

#### June (conference year)

- Debrief meeting with (current year) and (next year) conference planning committees
- Process outstanding invoices and expense reimbursement reports (hml)
- Update budget/actual spreadsheet with actual revenue/expenses (hml)
- Close books and send report to treasurer (hml)
- Archive google docs in project file archive and MCLS sharepoint server (hml)

#### January (next year)

- Send 1099 to any speaker who earned more than \$600