SUNYLA Conference Time Line

Programming Committee:
- Assemble and meet before September Council meeting
- Get a copy of the *Policy on the Expenditure of Association Funds* from the Treasurer and read it thoroughly.
- Create a list of Program Planning Committee members and charges, including names, addresses, phone #s, and email addresses. Distribute this list to the committee members.
- Obtain conference dates from Local committee, write an article for the fall SUNYLA Newsletter, and give it to the Newsletter editor(s) at or before the September Executive Board/Council meeting. Include a call for recommendations for preconference sessions, conference sessions, poster sessions, etc. if necessary. Send "save the date" announcements to discussion lists and other digital communications avenues as well.
- At the September Executive Board/Council meeting, request seed money for initial conference expenses.
- Have the money sent to whomever will make payments and keep accounting records; set up a checking account.

Local Arrangements Committee:
- Secure conference dates on the local campus via the campus conference office.
- Read "Policy on the Expenditure of Association Funds", available at http://sunyla.org/joomlaprod/administrative-documents/106-policy-on-the-expenditure-of-association-funds.html
- Read "Guidelines For the SUNYLA Annual Conference Expenses", available at http://sunyla.org/joomlaprod/administrative-documents/107-guidelines-for-the-sunyla-annual-conference-expenses.html

October:

Programming Committee:
- Set up website, blog, etc. for Program Planning Committee members with SUNYLA web master.
- Identify possible speakers and/or moderators for the conference sessions.
- Determine and confirm a keynote speaker.
- Identify vendors who may exhibit.
- Determine basic structure of the conference schedule.

Local Arrangements Committee:
- Contact the local campus conference office and find out what services they can provide and the costs for those services.
- Contact local Chamber of Commerce and any other pertinent local agencies to identify any services they offer (e.g., getting quotes from hotels; helping with registration; providing nametags or other materials)
- Set up a budget plan.
- Reserve Rooms and space on campus for sessions, vendor exhibits, poster sessions, housing, meals, etc.
- Identify local vendors as needed for banquet space, entertainment, bar service, etc.; lock in dates.

November:

Programming Committee:
- Attend Executive Board/Council meeting; give a status report.
- Continue securing vendors for vendor exhibits.
- Prepare an article containing particulars (dates, theme, keynote, etc.) for the next SUNYLA Newsletter. Develop a list of session "tracks".
- Finalize list of moderators.

Local Arrangements Committee:
- Begin preliminary design of the conference logo (and brochure if planned) (logo/layout).
- Begin planning meals and extracurricular activities.

December:

Programming Committee:
- Send out initial call for sessions /moderators to all possible avenues of communication.
- Send out initial call for poster sessions to all possible avenues of communication.
- Advertise the conference in other relevant newsletter and via electronic discussion groups.
- Notify speakers about deadline for turning in abstracts and equipment needs.
- Notify SIGs/Standing Committees about their meeting time and location at the conference. Find out which groups will hold meetings so their names can be put in the brochure and program.
- Send letter to vendors confirming their interest. Include a form to fill out itemizing their needs and a bill for the cost for their arrangements.

Local Arrangements Committee:
- Preliminary decision on food, housing and entertainment.
- Draft a copy of registration portion of the brochures.

Programming Committee:
- Repeat call for sessions/poster sessions every two weeks.
- Finalize conference brochure information (if planned).
- Make arrangements with printer for conference program.
- Choose conference bags.

Local Arrangements Committee:
- Verify deadlines for printing brochures.
- Finalize choices and obtain/sign contracts for area lodging and any other area vendor arrangements that needs to be made (e.g., buses, banquet and/or food, entertainment, etc.)

Programming Committee:
- Finalize presentations with abstracts and bios for program.
- Finalize list of moderators with abstracts and bios.
- Write keynote/speaker bios for program.
- Finalize list of poster session with abstracts and bios.
- Finalize list of moderators.
- Finalize schedule (with tentative room information) for the conference program.
- Prepare a report for the March EB/C meeting.
- Prepare an article for the SUNYLA Newsletter, submit it to the Newsletter Editor(s) at or before the EB/C meeting.
- Order conference bags.

Local Arrangements Committee:
- If planned, finalize brochure and send it to the printer.
- Get mailing list ready for conference brochures, contact SUNYLA secretary for this.
- Organize tours and diversions; pull together local information for registration packets, travel information to send to speakers, signs.

March:

Programming Committee:
- Give conference report at the EB/C meeting.
- SUNYLA Newsletter items to Newsletter Editor(s) at or before EB/C meeting, include request to Officers and Committee Chairs to write their annual reports and send them to Local Arrangements Committee.
- Create an evaluation form for the conference. If desired, create an evaluation form for poster session presenters and vendors.
- Assemble final program with tentative room assignments.
- Set up online registration.

Local Arrangements Committee:
- If not done yet, finalize conference brochure and send it to the printers.
- Mail out the conference brochures.
- Contact local vendors to solicit raffle prizes.
- Set up database/spreadsheet for tracking registration information.

April:

Programming Committee:
- Send speakers/moderators conference brochures and other conference details.
- Ask Officers and Committee Chairs for annual reports for registration packet; have them sent to the Local Arrangements Committee.
- Announce registration bi-weekly.

Local Arrangements Committee:
- Open registration; announce biweekly in all available venues.
- Design name tags.

May:

Programming Committee:
- Announce registration bi-weekly.
- Notify speakers about the number of people who have registered for their sessions.
- Add final room assignments to conference program and send it to the printer.

Local Arrangements Committee:
- Make Name tags.
- Finalize raffle prize list and pick up and "package" prizes.
- Get folders for the registration packets.

- Make name labels for the folders.
- Make signs.
- Send out registration confirmations, receipts and travel instructions.
- Decide where the registration will be and who will work at the registration table.

June:

Programming Committee:
- Write an article for the SUNYLA Newsletter summarizing the conference, especially the sessions. Get this article to the Newsletter editor(s) shortly after the annual meeting.

Local Arrangements Committee:
- Continue working on unfinished items from May.
- Make final list of attendees for registration packets.
- Put registration packets/conference bags together.
- Put up signs.