

ARLIS/NA ANNUAL CONFERENCE GENERIC TIMELINE					
TIME BEFORE THE CONFERENCE	Month	Day(s)	Action	Who does it	Comments
	Insert current data				
3-5 Years			Chapter issues invitation to the ARLIS/NA Executive Board	Chapter; Regional Representative; Executive Board	
			Executive Board accepts invitation	Executive Board	
			Contract development between societies for a joint conference	Presidents; Executive Director	
			Hotel contract negotiations	Conference Manager (initiates RFP and receives proposals) & host chapter (approves short list)	
			Review the short list and make recommendations to the Executive Board and Host Chapter	Executive Director and Conference Manager	
			Executive Director and Conference Manager negotiate final contract for the President's signature.	President; Executive Director; Conference Manager	
3 Years			Names of 2-4 Co-chairs submitted to Executive Board; president appoints	Chapter	
1.5 - 2 Years			Appoint members of local conference committee	Co-chairs	
			Canvas conference location for appropriate convocation site	Co-chairs; conference committee	
Fifteen Months			Begin to compile local sponsor, government grants and advertiser lists	Co-chairs	
			Begin to approach local sponsors and donors in writing and by telephone	Development Committee	
			Prepare conference evaluation for this year's conference	Co-chairs	
			Create program proposal	Co-chairs	
			Establish conference theme	Co-chairs; conference committee	
Thirteen Months			Establish administrative list (CONF-L)	Committee with support of HQ to post.	
			Place "call for proposals" on ARLIS-L and ARLIS/NA web site	Program Chair	
Year before (@ conference)			Meet with counterparts from previous conference	Conference committee	
			Attend first CPAC meeting	Old and new CPAC and Conference Manager and/or Exec. Director	
			Attend post conference Executive Board meeting (ca half an hour)	Co-chairs; Conference Manager	
Eleven Months			Compile and analyze previous conference evaluations	Co-chairs (compile) & Co-chairs; Conference Manager (analyze)	
			Develop conference logo	Co-chairs; conference committee	
			Deadline for proposals--at least four weeks before CPAC meeting	Potential presenters	
			Analyze proposals	Program Chair/Program subcommittee	
			Draw up tentative conference schedule	Program Chair w/ Conference Manager	
			Refine conference budget	Co-chairs; ARLIS/NA treasurer; Executive Director	
Ten & a Half Months			Compile spreadsheet of all proposals. Send list plus actual proposals as email attachments to all CPAC members.	Program Chair	
Ten Months			CPAC meeting	All CPAC members	
Nine & a Half Months			Begin to notify program proposers of status	Program Chair	
			Begin to approach moderators, special speakers, workshop leaders, etc.	Program Chair	

			Define types of sessions: Discussion groups, Mini-workshops, difference between fee-based and free workshops. Outline expectations.	Program Chair	
			Develop spreadsheets for each type of session	Program Chair	
Nine Months			Post preliminary website with hotel information, dates, president's welcome, etc.	Website Coordinator; Conference Manager	
			Complete notification of program proposers of status	Program Chair	
			Prepare conference sponsorship document	Local Arrangements Chair; Development Coordinator; ARLIS/NA Development Committee Chair	
			Revise conference budget	Co-chairs; ARLIS/NA treasurer	
			Approach Program Publisher regarding design logo and theme of the conference	Conference Manager	
Eight Months			Order new supply of postcards	Conference Manager	
			Draft & edit content for informational postcard. Print version will be sent to exhibitors; PDF will be sent by association manager in an e-mail blast to membership.	Conference Manager	
Seven Months			Send Postcards & text file for printing	Conference Manager	
			Prepare draft of Exhibitors' Prospectus	Co-chairs, Conference Manager	
			Prepare letters addressed to exhibitors for Exhibitors' Prospectus	Exhibits Coordinator, President, Development Coordinator	
			Send session moderators, DSRT moderators & committee chairs information on how to conduct meetings and manage sessions	Program Chair	
			Send draft of Exhibitors' Prospectus to LISTSERV for approval	Conference Manager	
			Check proofs of Exhibitors' Prospectus	Conference Manager	
			Return final draft of Exhibitors' Prospectus for Printers Proof	Conference Manager	
			HQ to mail postcard to exhibitors/members	HQ (or Mailing House)	
Six Months			Check blue lines for Exhibitors' Prospectus	Conference Manager	
			Begin drafting preliminary program	All Co-chairs & Conference Manager	
			Draft press release	Co-chairs; Development chair	
			Proof preliminary program and meeting schedule	Conference Manager	
			Gather local information	Hospitality Desk Coordinator	
			Call for hospitality desk volunteers at fall local chapter meeting	Hospitality Desk Coordinator	
			Determine who will handle silent auction/raffle donations	All Co-chairs	
Five Months			Preliminary program available on conference website; announce on ARLIS-L	Website Coordinator; Conference Manager	
			Forward conference press release to CAA	Local Arrangements Chair and ARLIS/NA~CAA liaison	Check with liaison to confirm date.
			Mail Exhibitors' Prospectus by mid-month	HQ	
			E-mail blast to membership of conference postcard	Local Arrangements Chair; ARLIS/NA administrator	
			Get estimates for bus rentals or hire destination management firm	Conference Manager	
Four Months			Send press release to ALA datebook, LJ Online, and to selected members and liaisons for posting to other affiliated organizations as well as CLA, ARL, CARL, etc.	Local Arrangements Chair	Check to confirm dates.
			Send conference press release to foreign affiliates	Local Arrangements Chair	
Three Months			Conference registration opens. Announce on ARLIS-L & other venues	All Co-chairs	
			Announce conference mentor program on ARLIS-L by the end of the month	Conference Mentor Coordinator	

			Deadline for final program information: titles, abstracts, speakers, chapter meetings space, etc. by the end of the month	Program Chair; Conference Manager	
			Subscribe next year's conference committee to CONF-L as observers	Local Arrangements Chair & list manager	
			Announce Auction/Raffle event	Auction/raffle coordinator	
Two Months			Announce self-schedule rooms on ARLIS-L at the beginning of the month	Program Chair	
			Begin "sneak" conference previews	All Co-chairs	
			Continue to revise website to include the final program, donor acknowledgments, etc. as it become available	Website Coordinator; all co-chairs; conference manager	
			Final Program text to Clarke Associates at the beginning of the month	All Co-chairs	
			Deadline for AV requests and list to Conference Manager	Program Chair	
			Develop daily room-by-room list of necessary AV equipment	Conference Manager; Program Chair	
			Develop convocation program including timing	President	
			Develop auction/raffle website to publicize donations	Website Coordinator; auction/raffle coordinator	
			Write and disseminate local conference press release	Publicity Coordinator or Local Arrangements Chair with President's approval	
			Assign two senior Canadian/Regional Representatives to oversee and prepare agenda for Leadership Breakfast	Vice-President/President-Elect	
			Hold a Conference Planning Advisory Committee [CPAC] meeting or conference call to discuss hospitality, registration, cuts in programs, budget, etc.	President	
			Solicit suggestions from chapters and committee chairs for Leadership Breakfast agenda; coordinate breakfast menu with conference manager.	Breakfast Coordinators; Vice-President/President-Elect	
			Revise conference website posting revisions for final program, donor "thank-yous", etc.	Co-chairs; Website Coordinator	
Six Weeks			Leadership Breakfast invitations distributed	Breakfast Coordinators; Vice-President/President-Elect	
			Coordinate AV requests	Conference Manager; Program Chair	
			Call for registration and hospitality desk volunteers; form available on website	Hospitality Desk Coordinator; Webmaster	
			Remind all session leaders and moderators about how to manage their sessions	Program Chair	
			Inform all moderators that they need to locate a recorder	Program Chair	
			Make final arrangements for all events	Events Coordinator; Conference Manager	
			Close "early bird" registration	Webmaster; HQ	
			Deadline for check list to HQ financial manager. Includes all honoraria, stipends, travel funds. Need names and addresses.	Awards Chairs; Program Chair	Copy to ARLIS/NA treasurer
			Discuss signage with conference manager	Co-chairs; tours coordinator	
			Draft exhibitor's evaluation form	Exhibits Coordinator	
			Line up tour assistants	Tours Coordinator	
			Solicit agenda items for Annual Business meeting on ARLIS-L and AWS	President	
			Make sure that all checks to be distributed at the conference are submitted to HQ	Co-chairs; ARLIS/NA treasurer	
			Arrange for security throughout the conference	Conference Manager	
One Month			Begin final program edits	Co-chairs; all Coordinators; Conference Manager	
			Prepare membership meeting and convocation agendas	Webster	
			Send Leadership Breakfast agenda to HQ	Breakfast Coordinators	

Three Weeks Before		Conference Manager to assign rooms for meetings and sessions	Conference Manager; Program Chair
		Complete final program edits and forward to conference manager	All Co-chairs
		Text for all signage to Conference Manager	All Co-chairs
		Confirm all AV needs by email and by posting on ARLIS-L	Program Chair
		Blue line for program	Conference Manager
		Prepare bid sheets/tickets for silent auction or raffle	Auction/raffle coordinator
		Final call for registration and hospitality desk volunteers; form available on website	Hospitality Desk Coordinator
		Reconfirm all tours arrangements	Tours Coordinator
		Send deposits for tours requiring them	Conference Manager
2 Weeks Before		Prepare list of exhibitors	Conference Manager
		Final exhibitor's evaluation form to HQ for duplication	Exhibits Coordinator
		Cancel under subscribed Tours	Tours Coordinator; Conference Manager
		Cancel under subscribed Workshops	Program Chair
		Final Program to printer	HQ
		End on-line registration	Website Coordinator; HQ
		Finalize all conference event catering	Conference Manager; Events Coordinator; Co-Chairs
		Check with all CPAC members to make sure that all aspects are under control	All Co-chairs
		Check with hospitality desk coordinator to make sure that all aspects are under control	Local arrangements Chair
Week Before		Final Exhibits Table Assignments	Conference Manager
		Business meeting agenda distributed on ARLIS-L	President
		Inform exhibitors of silent auction/raffle plans	Exhibits Coordinator
		Suspend online auction/raffle donations	Auction/raffle coordinator
		Ship conference programs and other materials to hotel	Conference Manager
		Arrange for a meeting with hotel representatives to review final details	Conference Manager
Day Before		Hospitality Desk volunteer orientation	Hospitality Desk Coordinator; Conference Manager
		Executive Board Meeting	
CONFERENCE		ARLIS/NA Conference	
		Attend pre-conference board meeting (half an hour)	Co-chairs
		Attend CPAC with next year's leaders	Co-chairs
		Offer working documents to counterparts for next year's conference	Conference committee
		Attend post conference board meeting (half an hour)	Co-chairs
Day After		Executive Board Meeting	
One Week After		Request written report from hotel on room pick-ups	Conference Manager
One Month After		Sub-committee reports due to Co-chairs	Area coordinators
		Final conference report due	Co-chairs
		Begin editing of conference proceedings; continue until done	Proceedings editor
		Thank you letters to exhibitors	Exhibits Coordinator; Conference Manager
		Thank you letters to major conference donors	Past president
		Thank you letters to all conference donors	Development Coordinator; Conference Manager
		Thank you letters to all conference committee members	Co-chairs
		Examine all conference bills	Conference Manager; Executive Director; Local Arrangements Chair; ARLIS/NA Treasurer