Conference Calendar-IAIA07

Extended deadline as of 6 March 2007.
Extended deadline as of 31 January 2007.
Items marked in RED affect Section chairs.

- This calendar is planned to help manage and distribute the workload and to allow sufficient time to complete tasks while acknowledging and accounting for the limitations of volunteer availability, other work-related tasks, travel schedules, snail mail delivery, holidays, etc.
- Dates listed are **target dates** for major activities/required information, and for review/discussion/adjusting as necessary. Specific numbers of days noted are business days only.
- Activities in **bold** should be completed and information/text should be provided from the IAIA07 local arrangements and/or program committee to IAIA HQ in written form ***on or before*** the date listed.
- The major publications are
  1. Call for submissions and sponsorship brochures (due date 31 March 2006, distribution dates 22 May at IAIA07 and 1 July member mailing)
  2. Preliminary program (major due date 31 August/ final due date 12 September; mail date 1 October)
  3. Book of abstracts (due date 30 April)
  4. Final program (due date 30 April)
  5. CD-Rom of proceedings

February 2006

28	• Sign venue contract
	• Develop concept for publications (prep call for papers and sponsorship material)

March 2006

1-31	**Develop IAIA07 call for papers text**

April 2006

3-27	Prep call for papers (*layout, review, revise, proof, final review and prep for print*)
28	Call for papers to printer (a*llows 10 days—standard/minimum—for printing and mail prep prior to HQ packing the brochures for shipment to Norway*)

May 2006 23-26 Call for papers distributed at IAIA06

July 2006

1	Member mailing (*includes IAIA07 call for papers and newsletter; newsletter contains call for training course proposals. Allowing 4 weeks for mail delivery means people will receive the information about August 6*)
30	**Preliminary program: general information text**

These are major events and details that take time to research. This information is not time-sensitive and most info is unlikely to change; therefore, it should be compiled early, leaving time later in the schedule for deadline-specific tasks.

- **Host city**
- **Passports/visas**
- **Conference airline**
- **Access and transportation**
- **Tipping**
- **Banking & Taxes**
- **Local languages/customs/country population**
- **Venue and hotels' business centers and/or local business services**
- **Electricity supply**
- **Climate**
- **Maps (country, local -- note locations of venue, airport, special events, technical visits, hotels, etc. – and venue floor plan)**
- **Hotel information**
- **Exhibitor information and arrangements**
- **Local tours/host desk (if applicable)**
- **Transportation (shuttles)**
- **Holidays as applicable**
- **Welcome letters/invitations**

August 2006

20	Training course proposals due (*allows the Training & Professional Development Committee 8 days to review proposals and send recommendations to the Board*)
31	**Special events/hosted events/entertainment/raffle/other**
31	**Pre- and/or post-conference tours (if applicable)**
31	**Technical visits**
31	**Conference overview text**
31	**Program, local arrangements, sponsorship committee lists**

	31	**Exhibitor information and arrangements**
	31	**Local tours/host desk (if applicable)**
	31	Financial support/assistance grant info (if applicable)
	31	TPDC training course recommendations due to Board (*allows 10 days for the Board to review/approve/request reconsideration from TPDC if necessary and to prep text for program*)
	31	Technical sessions text from approved abstracts
	31	**Text for approved special meetings (with HQ)**

September 2006

	1-15	Prep preliminary program
	10	Submission deadline #1: any information to be included in the preliminary program (*includes abstracts for workshops, roundtables, sessions, panels, **special meetings**, and theme forums and proposals for special meetings/events*)
	11-15	Program committee reviews of submitted material for preliminary program
	12	**Preliminary program—deadline for training course text and any minor last-minute changes**
	12	**Sponsorship info/logos**
	15	**Quarterly financial report** (bank statement and documentation, sponsors)
	18	**Preliminary program—text for theme forums and concurrent sessions finalized**
	19-30	Finalize, proof & print preliminary program

October 2006

	1	Member mailing: distribute the preliminary program
	31	**Review/update venue contract**

December 2006

	15	**Update for newsletter**
	31	**Printing estimates in host country for final program and abstracts**
	31	Early bird registration rate ends

January 2007

	1	Member mailing (newsletter includes update)
	15	**Monthly financial report-December** (bank statement and documentation, sponsors)
	31	**IA of the IAIA07 conference info**
	31	**Welcome letters for final program**

February 2007

	15	Abstract submission deadline (*allows chairs 0-10 days to review abstracts and send the notices to authors. Authors must be advised whether their abstracts are accepted ASAP so they enough time to make funding arrangements and register by the the authors' registration deadline.*)
	15	Regular registration rate ends
	15	**Local assistance/volunteers lined up**
	15	**Program/local committee/volunteer/thank-you lists**
	15	**Monthly financial report-January** (income/expenditure and sponsors)
	15	Social event registration deadline
	15	Exhibitor deadline
	16-28	Session chairs to ensure all abstracts have been reviewed and all authors have been notified of acceptance status.

March 2007

	15	**Update for newsletter**
	15	**Exhibitors**
	15	**Conference daily overview/schedule**
	15	**Monthly financial report-February** (bank statement and documentation, sponsors)
	31	**Sponsors and logos**
	31	**Training course and technical visit deadlines** *(at this time numbers must be assessed to determine whether to hold the courses and tech visits. If they hold, registrations can continue to be accepted after the cutoff)*
	31	Presenting author registration deadline.

April 2007

	2-5	HQ processes registrations.
	6-16	Session chairs drop papers with authors who haven't registered, then finalize schedules of papers and send to program chair(s)
	17-30	Program chairs develop overall technical program; working with Section/session chairs (*allows time for program chairs/committee to finalize, review, do the scheduling on behalf of any session chairs who haven't completed their schedules, allows time for session chairs to review the program, adjust for double bookings, etc.*)
	15	**Monthly financial report-March** (bank statement and documentation, sponsors)
	20	Annual General Meeting info
	15	Training instructors finalize agreements
	15	Requests for inserts in delegate packets due (*must allow time for review per guidelines; should finalize prior to heavy workload of last-minute prep and registration management*)
	15	Raffle items donation deadline (*allows time to finalize prior to heavy workload of last-minute prep and registration management*)
	30	Special audio-visual requests due
	30	**Program committee provides final schedule to HQ and session chairs**

May 2007

1-16 Prep final program and abstracts volume (*allows 12 days to lay out, review, revise, proof, final review and prep the final program and abstracts volume for print. It is important to allow at <u>least</u> this much time due to heavy workload, the need for careful review, and in case of delays). Due to requests to organize the abstract volume in the order of the program, note that the abstract volume cannot be prepared until the program has been finalized.*

15 **Monthly financial report-April** (bank statement and documentation, sponsors)

17 Re-registration cutoff

17 Final program to printer and post on web site (*allows <u>minimum</u> of 10 days to work with printer and for delivery of programs and abstracts*)

June 2007

2-9 IAIA07

20 Collect all materials for proceedings CD-Rom, including summary reports and plenary speeches

20 **Recap for newsletter**

20 Initial post-conference financial report

25 Thank-you letters, mail awards if necessary, etc.

25 **Final summary of meeting highlights**

July 2007

1 Member mailing
  - **Newsletter with recap** [and CD-ROMs of proceedings – need to discuss. Unless materials are requested prior to the conference, there is not enough time between the conference and the July mailing to collect all materials and produce the CD. Even if they are requested in advance, an outside contactor may be needed due to program committee and HQ staff's workload.]

August 2007

31 **Finalize IAIA07 financials and reporting requirements**