

## Conference Planning Calendar-IAIA09

23-29 May 2009

Session chairs and theme forum conveners.

Program chair

Sponsorship committee

Training & Professional Development Committee

- 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 IAIA09 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** (distribution dates 4-10 May at IAIA08 and mail date 1 July)
  2. **Preliminary program** (mail date 1 October)
  3. **Book of abstracts** (distribution date 23 May)
  4. **Final program** (distribution date 23 May)
  5. **Proceedings** (distribution of CD date or online posting date 1 July)

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### March 2008

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| 1-10  | Develop IAIA09 call for papers and sponsorship text  |
| 12-19 | Prep call for papers and sponsorship brochures ( <i>layout, review, revise, proof, final review and prep for print</i> ) |
| 15    | <b>Newsletter article due</b>  |
| 20    | Call for papers to printer ( <i>allows sufficient time for printing and mail prep prior to HQ taking to Perth</i> )      |
| 30    | Sign venue contract  |

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### April 2008

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| 1 | Newsletter mailed (include IAIA09 article) |
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### May 2008

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| 4-10 | Call for papers distributed at IAIA08 |
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### July 2008

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| 1    | Member mailing ( <i>includes IAIA09 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</i> )   |
| 1-31 | Set up web site   |
| 31   | <b>Preliminary program: general information text</b><br><i>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.</i> <ul style="list-style-type: none"><li>▪ <b>Host city</b></li><li>▪ <b>Passports/visas</b></li><li>▪ <b>Conference airline</b></li><li>▪ <b>Access and transportation</b></li><li>▪ <b>Tipping</b></li><li>▪ <b>Banking &amp; Taxes</b></li><li>▪ <b>Local languages/customs/country population</b></li><li>▪ <b>Venue and hotels' business centers and/or local business services</b></li><li>▪ <b>Electricity supply</b></li><li>▪ <b>Climate</b></li><li>▪ <b>Maps (country, local -- note locations of venue, airport, special events, technical visits, hotels, etc. -- and venue floor plan)</b></li><li>▪ <b>Hotel information</b></li><li>▪ <b>Exhibitor information and arrangements</b></li><li>▪ <b>Local tours/host desk (if applicable)</b></li><li>▪ <b>Transportation (shuttles)</b></li><li>▪ <b>Holidays as applicable</b></li><li>▪ <b>Welcome letters/invitations</b></li></ul> |

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### August 2008

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| 1  | Web site – session submissions open  |
| 20 | Training course proposals due ( <i>allows the Training &amp; Professional Development Committee 8 days to review proposals and send recommendations to the Board</i> ) |

	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 <i>(allows 10 days for the Board to review/approve/request reconsideration from TPDC if necessary and to prep text for program)</i>
	31	Technical sessions text from approved abstracts
	31	Text for approved special meetings (with HQ)
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September 2008		
	1-15	Prep preliminary program
	10	Submission deadline #1: any information to be included in the preliminary program. This includes abstracts for sessions (workshops, roundtables, paper sessions, panels, speed session, debates or World Cafes) <b>special meetings</b> , theme forums, and proposals for special meetings/events)
	11-15	Program chair reviews 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
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October 2008		
	1	Member mailing: distribute the preliminary program
	1	Web site – paper and poster submissions open
	31	Review/update venue contract
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November 2008		
	15	Update for newsletter
	31	Printing estimates in host country for final program and abstracts
	31	Early bird registration rate ends
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December 2008		
	1	Member mailing (newsletter includes update)
	15	Monthly financial report-December (bank statement and documentation, sponsors)
	31	IA of the IAIA08 conference info
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January 2009		
	15	CBS program application deadline
	15	Local assistance/volunteers arrangements
	15	Program/local committee/volunteer/thank-you lists
	15	Monthly financial report-January (income/expenditure and sponsors)
	31	Abstract submission deadline / last date to make changes to abstracts <i>(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 authors' registration deadline.)</i>
	31	Student fee waiver application deadline
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February 2009		
	15	Session chairs and theme forum conveners complete abstract reviews and ensure all authors are notified of status
	15	Theme forum final information due; The program chair will determine final selection of theme forums based on this additional information.
	15	Donors identify sponsored individuals <i>(allows time to contact individuals and individuals to seek other funding/register prior to the presenting author deadline)</i>
	15	Monthly financial report-February (bank statement and documentation, sponsors)
	28	Presenting author registration deadline
	28	Early Bird registration ends/last day for Quickpass
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March 2009		
	1	Update for newsletter
	1-7	HQ processes registrations.
	8-14	HQ drops papers/posters with authors who haven't registered
	15-28	Session chairs plan schedules
	15	Monthly financial report-March (bank statement and documentation, sponsors)
	15	Papers for peer review process due
	29-11	Program chairs coordinate overall technical program; working with session chairs and theme forum conveners <i>(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.)</i>
	April	Program chair provides final schedule to HQ and session chairs
	11	Program committee/session chairs/theme forum conveners contact all authors <i>(send schedule and details on time/day/date/format of session, AV equipment, publication of papers, etc.)</i>
	12-18	Program committee/session chairs/theme forum conveners contact all authors <i>(send schedule and details on time/day/date/format of session, AV equipment, publication of papers, etc.)</i>

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**April 2009**

- 1 Training course and technical visit deadline (*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*)
- 1 Booth and exhibit request deadline
- 1 SEP/Mentor/Buddy program requests due
- 1 Requests for special audio-visual equipment due
- 1 Raffle items donation deadline (*allows time to finalize prior to heavy workload of last-minute prep and registration management*)
- 17 Training course instructors finalize agreements
- 17 Peer review comments due to authors
- 17 Sponsorship information for final program due
- 17 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*)
- 17 All material for inclusion in final program due. NO EXCEPTIONS.
- 18-30 Prep final program (*allows time (including 2 weekends for HQ staff) to lay out, review, revise, proof, final review and prep the final program and abstracts volume for print. It is critical to allow at least this much time due to extremely heavy workload, the need for careful and repeated review and communications, and in case of delays at any point.*)
- 15 **Monthly financial report-April** (bank statement and documentation, sponsors)
- 30 Pre-registration cutoff

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**May 2009**

- 1-14 Final program in process at printer (*allows minimum of 10 days to work with printer and for delivery of programs and abstracts*)
- 15-16 Orientation and preparation of delegate bags
- 17-23 IAIA09

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**June 2009**

- 1-30 Collect all materials for proceedings CD-Rom, including summary reports and plenary speeches
- 15 **Recap for newsletter**
- 20 Initial post-conference financial report
- 25 Thank-you letters, mail awards if necessary, etc.
- 30 Papers due for proceedings
- 30 **Final summary of meeting highlights**

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**July 2009**

- 1 Member mailing – newsletter with recap

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**August 2009**

- 31 **Finalize IAIA09 financials and reporting requirements**