

2018 CSTE Annual Conference Program Planning Timeline - STAFF			
Schedule	Email	Activities	Roles
June		Apply with CDC for 2018 CE Credits	Jessica A.
June / July		Initial 2018 AC Website	IT / Beverly / Communications
August/ September		Select Site for 2020 conference	Beverly / Jeff / President Elect
August 1		Committee and staff assignments finalized for Confex programming	Program/Workforce Staff / Beverly
August 1		IT update EB elections process with 2018 dates; Review voting process	IT / Beverly / Jeff
DEADLINE – August 25		Any new Confex Report Needs Identified in Detail by Program/Workforce staff and submitted to Beverly	Program/Workforce Staff/ Beverly
September		Identify and develop workshops (Senior Management will identify space and funding / Program/Workforce Staff will execute development) - WORKSHOPS have to be developed early if Staff want information in Confex by October	Senior Management / Program/Workforce Staff
September 1 - 21		Program staff working with committees to develop topics for abstract process	Program Staff
DEADLINE – September 22	x	Deadline for Submission of Topics (hard deadline in CONFEX)	Program Staff
October - December		Sponsored travel planning (database needs, letters, emails, etc.)	Program Staff / IT / Accounting / Mone' / Jennifer
October EB Meeting		Obtain Planning Committee CE Form	Jessica A. / Beverly
October 2	x	Announce sponsor / exhibitor opportunities	Jeremy / Jeff / Beverly
October 2 - 10		Staff abstract submission testing, provide feedback on an ongoing basis	Program Staff
DEADLINE - October 10		Staff abstract submissions testing completed in CONFEX (no test submissions after this date)	Program/Workforce Staff
DEADLINE – October 20		Enter breakout session allocations in CONFEX based on evaluation data, room counts, space limitation, and topics/needs of Sub-Committees	Beverly
November 1	x	Open Call for Abstracts	Beverly / IT
November - December		App vendor request for bids and review	Clay / Beverly
December		Program team meetings to review Confex abstract review and session building	Beverly / Program Staff
December 1		Arrival/Departure Dates from ALL staff attending; any vacation accommodations on your own; Workforce staff will coordinate fellows	Beverly
December 1	x	Announce Position Statement Process	Meredith / Dhara / IT
DEADLINE – December 1		ALL workshops FINALIZED Main Subject Titles for Registration Process; i.e.. Zika, HAI, MCH (hard deadline); include any special meeting room requirements (classroom, rounds, etc.); Subtitles with more descriptive language due on January 12	Program/Workforce Staff / IT / Beverly
DEADLINE – December 1		Sponsored travel planning (database needs, letters, emails, etc.) - FINAL form requirements, including registration, emails and letters to Kevin	Program Staff / IT / Accounting / Mone' / Jennifer
DEADLINE - December 1		Any credit card processing requirements set-up and ready for registration opening. And, pricing for t-shirts finalized.	MarySue/John, Jennifer
December 1 - January 3		CDC travelers for workshops and invited meetings identified	Program/Workforce Staff
December 1 - January 16		Program staff and Admins begin process of identifying sponsored travelers	Program Staff / Mone' / Admins
January		Confirm Speaker for Jonathan Mann Lecturer	President-Elect / Executive Board
January		Confirm Plenary Speakers	President Elect / Beverly
January / February		Planning for lapel pin design and voting	Beverly / Kevin / Shundra
DEADLINE – January 3	x	Deadline for Submission of Abstracts (hard deadline in Confex)	
DEADLINE – January 3		Deadline for CDC personnel required at workshops from staff submitted	Program/Workforce
January 4		Internal review of incomplete abstracts	Beverly
January 5-10		Program staff conduct an internal review of submitted abstracts	Program Staff
January 8	x	Announce student scholarship opportunities	Workforce
DEADLINE – January 10		Internal transfer and reassignment of abstracts completed between committees (step 1)	Program Staff
January 11-12		Reviewers assigned to topics (step 2) and send REVIEW Communications by January 12	Program Staff
DEADLINE – January 11	x	Open call for EB nominations	IT / Membership
DEADLINE – January 12		ALL workshops descriptions FINALIZED for registration opening (Titles finalized back in December, Subtitles added at this point)	Program/Workforce Staff
DEADLINE – January 12		Program Staff confirm all A/V and room set-up for Sunday sessions (last date for changes to preferred room seating style setup - required for registration limits in Cvent)	Program/Workforce Staff / Beverly
DEADLINE – January 12		IT finalized travel database needs and letters in system	Kevin
DEADLINE – January 16		Deadline for Program/Workforce staff finalize list of sponsored travelers and send to Admins; Purchase orders submitted	Program/Workforce Staff
January 16-25		Admins enter final list of sponsored travelers in database (any lists after this deadline must be entered by program staff)	Admins
DEADLINE - January 16		Review registration website for testing	IT
DEADLINE - January 16		Final t-shirt design for registration process	Jennifer / Kevin
January 16		Confirm process for sponsors and exhibitors to register	IT / Beverly / Communications
January 18	x	Announce awards reminder	Beverly / Jeff / Communications
DEADLINE – January 19		Sponsor final payments and logos	Communications
DEADLINE - January 23		Review AC website pages for registration opening	IT
DEADLINE - January 26		Sponsored Traveler list to Program/Workforce Staff for Review	Kevin
January 26-30		Admins and program staff review travelers in database in preparation for registration opening	Admins/Program/Workforce
DEADLINE – January 29		Abstract review by external reviewers (hard deadline in Confex)	Sub-Committees / Program Staff
January 29		Program sub-committee conference calls begin	Sub-Committees / Program Staff
January 30	x	State Epi travel letter to AC	Tarajee / Jeff / Communications
DEADLINE - January 30		Deadline for all AC website and registration pages finalized	IT
February / March		App Planning	Clay / Beverly
February 1	x	Open Registration and Hotel Accommodations (EB requested afternoon opening for all due to time difference in Alaska & Hawaii)	IT / Beverly
February 1		Sponsored travelers notified of support	Program Staff / Mone'
February 1		Retired Past Presidents notified of support	Shundra
February 6		Registration Parked Reports uploaded to Basecamp	Kevin / Brett
February 8		Develop and solicit RFP for photographer	Communications / Beverly

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DEADLINE – February 8	x	Deadline for EB nominations	IT / Membership
DEADLINE – February 14		Last day for sub-committee abstract review and program planning conference calls	Sub-Committees / Program Staff
DEADLINE - February 20		Room types for oral presentations (breakout, quick, lightning) provided to Beverly for Confex programming. NOTE: Session building can not start until room types are updated in Confex by Beverly (allow time for programming)	Program Staff
February 14 - February 28		Program staff finalize sessions and abstract determinations	Program Staff
DEADLINE – February 15		EB Nominee questionnaire distributed	Beverly
DEADLINE - February 28 HARD DEADLINE for ALL committees entered into CONFEX *FINAL TBD (Feb 28 or Mar 7) based on CE; could change this date and speaker invitation date		Program staff confirm all sessions and abstract determinations in database for speaker invitations, including moderators and poster finalists and session titles - ANY CHANGES after this date communicated to Beverly, do not enter in Confex	Program Staff / Beverly
DEADLINE – February 28		RWJF finalists identified for program (entrees saved in registration system)	Nikka / Shundra
March EB Conference Call		Finalize Award Recipients & Slate of Candidates	Executive Board
March		Finalize and order name badges	Beverly / Clay
March 1	x	Deadline for Award nominations	Beverly / Jeff / Nikka / Amanda
DEADLINE – March 1		Deadline for EB Nominee questionnaire form completed	Beverly
DEADLINE – March 1		Any changes to the staff rooming list	
DEADLINE – March 1		Student Scholarship application submission	Workforce
March 1-5		Identify and resolve any speaker/moderator conflicts (updates in Confex will be made by Beverly) - Deadline for resolutions March 5	Beverly / Program Staff
DEADLINE – March 15		Ordinary Process Position Statements Due to CSTE	Program Staff / IT
DEADLINE – March 16	x	Speaker letters of Invitation and Declined Abstracts Sent (Declined oral presentations should be addressed by program staff within 1 week of receipt)	Beverly / Kevin
DEADLINE – March 16		Workshop start and end times REQUIRED for pocket agenda printing	Program/Workforce Staff
By March 23		Student Scholarship recipient(s) notified of support	Workforce
March 26	x	Open Late-Breaker Abstract Process	Beverly / IT
DEADLINE – March 30		Daily Glance Agendas posted to Website	Kevin / Beverly
April		Planning for presenting author reminder communications (distribution dates determined at this point)	Beverly / IT / Communications
April 2-13		Finalize arrangements and service order for CSTE Exhibit Booth; Start planning and production timeline for program/workforce materials and one-pagers	Communications / Jennifer / Dhara / Amanda
DEADLINE – April 6		Hard Deadline for any AV, IT, any Equipment or Internet needs (includes any CSTE equipment where connectivity to AV is required; i.e. CatchBox mics)	Program/Workforce / Beverly
DEADLINE – April 6		Finalize equipment needs with Confex	Beverly / IT
DEADLINE – April 6		Deadline for PDF workshop agendas for App announcement	Program/Workforce
DEADLINE – April 6	x	Deadline for Submission of Late Breaker Abstracts	Beverly
DEADLINE – April 6		Confirm state waiver for selling merchandise	MarySue / John
DEADLINE - April 6		Confirm student scholarship travel and registration	Workforce
DEADLINE – April 12	x	Announce candidate slate to Active members	Jeff / Communications / Beverly / IT
DEADLINE – April 13		Talking points and speeches for President-Elect, President & ED (fellowship graduation ceremony, opening plenary, banquet, state of CSTE) NOTE: General information regarding RWJF available with final recipient determined by May 1	Communications/ Amanda / Dhara / Nikka / LaKesha / Jennifer / John / Beverly
DEADLINE – April 13		Finalize agenda information for App	Beverly / IT
Week of April 16	x	Send sponsored travelers reminder email for registration and travel	Program Staff / IT / Mone' / Communications
DEADLINE – April 20		Late-Breaker Agenda Finalized	President-Elect / Beverly
April 20		Late-Breaker invitation (and decline) letters sent	Beverly / IT
April 20		Review list of exhibitor / sponsor payments and registration	Communications / MarySue / Beverly
DEADLINE – April 23		Deadline for Active Member eligibility to vote in elections	IT / Membership
DEADLINE – April 26	x	Open EB voting for Active Members	IT / Membership / Communications / Jeff
DEADLINE – April 26		Tellers confirmed EB voting	Beverly / Jeff / Kevin
DEADLINE – April 27	x	Early-Bird Registration	Operations / Accounting
DEADLINE – April 27		RWJF finalists registered and final entrée selection saved	Nikka / Shundra
DEADLINE – April 27		Speaker response to invitation	
May / June		Apply for CE credits for CDC for 2019 AC so critical dates are identified early	Jessica A.
May 1		Order promotional items, AC pins and ribbons	Communications / Shundra
May 1		Finalized t-shirt order and provide counts by shirt size for registration limits	Jennifer (counts to Beverly & Kevin)
May 1		Submit F&B to Hotel / Convention Center	Beverly
May 3		Review AC at Staff Meeting	Beverly
DEADLINE – May 3	x	Post Ordinary Process Position Statements on Website	Meredith / Dhara / IT / Communications
DEADLINE – May 4		Communications submit final edited proofs of any program/workforce documents	Communications / Jennifer / Dhara / Amanda
DEADLINE – May 4		Final evaluation template prepared	Evaluation
Week of May 7		Registration review	Beverly / Shundra / Accounting
Week of May 7	x	Send sponsored travelers reminder email for registration and travel	Program Staff / IT / Mone' / Communications
DEADLINE – May 10	x	Deadline for EB voting	IT / Membership
May 14-18		Planning for committee specific email communications	Communications / Program/Workforce Staff
DEADLINE – May 17	x	Open run-off/secondary elections for Active members or if no run off elections then announcement to membership	IT / Membership / Communications / Jeff
Week of May 21		Confirm BEO	Beverly
Week of May 21	x	App announced to attendees	Beverly / IT
Week of May 21		2nd registration review	Beverly / Shundra / Accounting

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Week of May 28	x	Send committee specific email communications	Communications / Program/Workforce Staff / IT
DEADLINE – May 31	x	Post Expedited Position Statements on Website	Meredith / Dhara / IT
DEADLINE – May 31	x	Deadline for run-off/secondary elections	IT / Membership
DEADLINE – May 31		All Conference Materials Packed, Identified on Load List and Ready for Shipment on AV truck	National Office
DEADLINE – June 1	x	Advanced deadline for presentation upload in Confex	
DEADLINE – June 1		Final deadline for PDF Sunday agendas for online program and app	Program/Workforce
DEADLINE – June 1		Review sponsored travelers and Sunday speakers not registered and provide a list for registration desk to confirm access to Sunday session	Program/Workforce
Week of June 4	x	Before you arrive Email	Communications / IT
Week of June 4	x	Send reimbursement forms to sponsored travelers	Program Staff / IT / Accounting / Mone' / Jennifer
June 7		Beverly and IT Team travel	Beverly / IT
June 7		Announce new Executive Board	Jeff / Communications / Beverly / IT
June 8		Reg Desk support staff travel	Operations / Accounting
June 9		Site Tour on Saturday morning or noon depending on flight schedules	All Staff
JUNE 10-14		Conference	Staff attending AC
June 14		Update EB on website (multiple locations) and distribution lists (EO and Full)	IT
June 14	x	Send attendee thank you email	Communications / IT
Week of June 18	x	Send moderator and speaker thank you emails	Communications / IT
Week of June 18	x	Send plenary speaker, sponsor, exhibitor, Mann thank you emails	Tarajee / Jeff / Communications
Week of June 18	x	Send reimbursement forms to sponsored travelers	Program Staff / IT / Accounting / Mone' / Jennifer
Week of June 25		Send EB conference call schedule	Tarajee / Jeff / Communications
Week of June 25		Send EB date options for Fall Board Meeting	Beverly / Jeff
DEADLINE – June 29		Deadline for attendee evaluation submission	Evaluation / Communications
Week of July 16	x	Post 2017 Presentations and announce prize & award winners	IT / Communications
Week of July 16	x	Post 2017 Position Statements Email to Memberships and Send Letters to Agencies	Meredith / Dhara / IT / Communications