

2020 CSTE Annual Conference Program Planning Timeline - STAFF			
Schedule	Email	Activities	Roles
June - September		Apply with CDC for 2020 CE Credits	Jessica A.
June - August		Initial 2020 AC Website	IT / Beverly / Communications
August/ September		Select Site for 2022 conference	Beverly / ED / President Elect
August / September		Identify and develop workshops (Senior Management will identify space and funding / Program/Workforce Staff will execute development; Program will submit list of proposed workshops from CoAg as starting point) - WORKSHOPS have to be developed early if Staff want information in Confex by October	Senior Management / Program/Workforce Staff
August 23		Committee and staff assignments finalized for Confex programming	Dhara
August 23		IT update EB elections process with new dates; Review voting process	IT / Beverly / ED
September EB Meeting		Obtain Planning Committee CE Form	Jessica A.
September 3 - 19		Program staff working with committees to develop topics for abstract process	Program Staff
DEADLINE – September 20		Deadline for <u>Submission of Topics</u> (hard deadline in CONFEX)	Program Staff
DEADLINE – September 20		Any new Confex Report Needs Identified in Detail by Program/Workforce staff and submitted to Beverly	Program/Workforce Staff/ Beverly
October - December		Sponsored travel planning (database needs, letters, emails, etc.)	IT / Accounting / Mone' / Dhara / Jennifer / Valerie
DEADLINE – October 1		Finalize Position Statement Office Open Hours for website, Confex programming and agenda	Program Staff
October 1 - 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
October 15	x	Announce sponsor / exhibitor opportunities	Jeremy / Beverly
November 1	x	Open <u>Call for Abstracts</u>	Beverly / IT
November 1		Managers submit number of staff traveling for the AC to Beverly for staff block hold; Workforce staff submit number of fellow and student scholarship rooms; Staff will make their own reservations through Passkey for AC and vacation arrangements on their own	Senior Management
DEADLINE – November 15		Enter breakout session allocations in CONFEX based on evaluation data, room counts, space limitation, and topics/needs of Sub-Committees	Beverly
November - December		App vendor request for bids and review	Clay / Beverly
December		Program team meetings to review Confex abstract review and session building (if needed)	Beverly / Program Staff
December	x	Announce Position Statement Process	Meredith / Dhara / IT
December 2 - January 13		CDC travelers for workshops and invited meetings identified	Program/Workforce Staff
December 2 - January 17		Program staff and Admins begin process of identifying sponsored travelers	Program Staff / Mone' / Admins
DEADLINE – December 6		ALL workshops FINALIZED Main Subject Titles for Registration Process; i.e.. Zika, HAI, MCH (hard deadline) ; include meeting room set requirements (classroom, rounds, etc.) from discussions with workshop member leads and program management; Subtitles with more descriptive language due in January; INCLUDE preferred final room seating and estimated seating requirements; seating may be changed based on overall AC needs; Confirmation of waitlist options	Program/Workforce Staff / IT / Beverly
DEADLINE – December 6		Sponsored travel planning (database needs, letters, emails, etc.) - FINAL form requirements, including registration, emails and letters to Kevin	IT / Accounting / Mone' / Dhara / Jennifer / Valerie
DEADLINE – December 6		Any credit card processing requirements set-up and ready for registration opening; including tax issues/waivers for state	Shelia
DEADLINE – December 6		Run (or fitness activity) planning and t-shirt pricing finalized	Communications & TBD Program Staff or Support Services Staff
DEADLINE – December 6		CE forms, examples, and share spreadsheet for plenary and workshop speaker forms. Include all staff involved in CE form collection in review meeting.	TBD Workforce Staff
DEADLINE – December 6		Establish budget for student scholarships and number of recipients	Shelia / Amanda
December 6		Confirm process for sponsors and exhibitors to register	IT / Beverly / Communications
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 10	x	Deadline for <u>Submission of Abstracts</u> (hard deadline in Confex)	
DEADLINE – January 13		Deadline for CDC personnel required at workshops from staff submitted	Program/Workforce
DEADLINE – January 13		Final t-shirt design for registration process	Communications / Kevin / TBD
DEADLINE – January 13		ALL workshops <u>descriptions FINALIZED for registration opening (Titles finalized back in December, Subtitles added at this point)</u>;	Program/Workforce Staff
January 13		Internal review of incomplete abstracts	Beverly
January 14-16		Program staff conduct an internal review of submitted abstracts	Program Staff
DEADLINE – January 16	x	Open call for EB nominations	IT / Membership
DEADLINE – January 17		Internal transfer and reassignment of abstracts completed between committees (step 1)	Program Staff
DEADLINE – January 17		IT finalized travel database needs and letters in system	Kevin
DEADLINE – January 17		Deadline for Program/Workforce staff to finalize list of sponsored travelers and send to Admins; Purchase orders submitted	Program/Workforce Staff
January 18-25		Admins enter final list of sponsored travelers in database (any lists after this deadline must be entered by program staff)	Admins
DEADLINE - January 21		Reviewers assigned to topics (step 2) and send REVIEW Communications	Program Staff
January 23	x	Announce opportunity for awards nominations	Beverly / ED / Communications
DEADLINE – January 24		Review registration website for testing	IT / Beverly
DEADLINE – January 24		Sponsor final payments and logos	Communications
DEADLINE – January 24		Review AC website pages for registration opening	IT / Beverly
DEADLINE – January 27		Sponsored Traveler list to Program/Workforce Staff for Review	Kevin
January 28-31		Admins and program staff review travelers in database in preparation for registration opening	Admins/Program/Workforce
DEADLINE – January 29		Deadline for all AC website and registration pages finalized from review	IT
January 30	x	Announce student scholarship opportunities	Workforce / Shelia
January 31	x	State Epi travel letter to AC	Tarajee / ED / Communications

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February / March		App Planning	Clay / Beverly
DEADLINE – February 5		Abstract review by external reviewers (hard deadline in Confex)	Sub-Committees / Program Staff
February 5	x	Open Registration and Hotel Accommodations	IT / Beverly
February 5		Sponsored travelers notified of support	Program Staff / Mone' / IT
February 5		Retired Past Presidents notified of support	Shundra
February 6		Program sub-committee conference calls begin	Sub-Committees / Program Staff
DEADLINE – February 13	x	Deadline for EB nominations	IT / Membership
February 19		Registration Parked Reports uploaded to Basecamp	Kevin / Brett
February 19		Develop and solicit RFP for photographer	Communications / Beverly
DEADLINE – February 19		Last day for sub-committee abstract review and program planning conference calls	Sub-Committees / Program Staff
DEADLINE – February 19		Room types for oral presentations (breakout, quick, lightning) provided to Beverly for Confex programming. AND, transfer of any sessions to another committee. NOTE: Session building can not start until room types are updated in Confex by Beverly (allow time for programming)	Program Staff
February 19 – March 11		Program staff finalize sessions and abstract determinations	Program Staff
DEADLINE – February 20		EB Nominee questionnaire distributed	Beverly
March		Finalize and order name badges	Beverly / Clay
March 2	x	Deadline for Award nominations	Beverly / ED / Amanda
DEADLINE – March 2		Student Scholarship application submission	Workforce
DEADLINE – March 5		Deadline for EB Nominee questionnaire form completed	Beverly
March/April EB Conference Call		Finalize Award Recipients & Slate of Candidates	Executive Board
DEADLINE – March 6		Deadline for plenary and workshop speaker CE forms	TBD Workforce Staff
March 6		Finalize non-abstract roundtable sessions (Emily, Mentor breakfast, Fellow lunch, invited sessions, etc.)	Communications / Workforce
DEADLINE – March 11 HARD DEADLINE for ALL committees entered into CONFEX		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 – March 12-17; All conflicts resolved by March 17		Identify and resolve any speaker/moderator conflicts (updates in Confex will be made by Beverly)	Beverly / Program Staff
Week of March 23		Student Scholarship recipient(s) notified of support	Workforce
DEADLINE – March 27	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
April		Planning for presenting author reminder communications (distribution dates determined at this point)	Beverly / IT / Communications
April		Finalize arrangements and service order for CSTE Exhibit Booth; Start planning and production timeline for program/workforce materials and one-pagers	Communications / Dhara / Amanda
April 1		Review list of exhibitor / sponsor payments and registration	Communications / Shelia / Beverly
April 1		Finalized exhibitor and sponsor information for pocket agenda	Communications
DEADLINE – April 1		Workshop start and end times REQUIRED for pocket agenda printing	Program/Workforce Staff
DEADLINE – April 1		Hard Deadline for any final changes to AV, IT, any Equipment or Internet needs for workshops (includes any CSTE equipment where connectivity to AV is required; i.e. CatchBox mics). Breakouts and roundtables have standard sets to max capacity.	Program/Workforce / Beverly
DEADLINE – April 1		CE information for website, app and pocket agenda finalized and submitted to Beverly	Workforce Staff
DEADLINE – April 1		RWJF finalists registered and final entrée selection saved; and deadline for RWJF document information (pictures, abstracts, bios)	Cailyn / Shundra
DEADLINE – April 1		Final evaluation template prepared for overall evaluation; Program/Workforce staff coordinate with Evaluation staff on workshop evaluation needs and establish timeline for completion.	Evaluation/Program/Workshop Staff / Beverly
DEADLINE – April 1		Finalize equipment needs and laptop set-up with Confex	Beverly / IT
DEADLINE – April 2		Ordinary Process Position Statements Due to CSTE	Program Staff / IT
April 3	x	Open Late-Breaker Abstract Process	Beverly / IT
Week of April 13	x	Send sponsored travelers reminder email for registration and travel	Program Staff / IT / Mone' / Communications
DEADLINE – April 15		Confirm student scholarship travel and registration	Workforce
DEADLINE – April 15		Talking points and speeches for President-Elect, President & ED (fellowship graduation ceremony, opening plenary, banquet, state of CSTE)	Communications
DEADLINE – April 15		Finalize agenda feeds and information for App	Beverly / IT
DEADLINE – April 16	x	Announce candidate slate to Active members	ED / Communications / Beverly / IT
DEADLINE – April 17	x	Deadline for Submission of Late Breaker Abstracts	Beverly
DEADLINE – April 17		Daily Glance Agendas posted to Website	Beverly / IT
DEADLINE – April 23		Deadline for CE application package	TBD Workforce Staff
May / June		Apply 2021 AC CE credits so critical dates are identified early	TBD Workforce Staff
DEADLINE – May 1		Late-Breaker Agenda Finalized	President-Elect / Beverly
DEADLINE – May 1		Communications submit final edited proofs of any program/workforce documents	Communications / Dhara / Amanda
DEADLINE – May 4		Deadline for Active Member eligibility to vote in elections	IT / Membership
May 6		Late-Breaker invitation (and decline) letters sent	Beverly / IT
DEADLINE – May 7	x	Open EB voting for Active Members	IT / Membership / Communications / ED
DEADLINE – May 7		Tellers confirmed EB voting	Beverly / ED / Kevin
May 7		Review AC at Staff Meeting	Beverly
Week of May 11	x	Send sponsored travelers reminder email for registration and travel	Program Staff / IT / Mone' / Communications
DEADLINE – May 13	x	Early-Bird Registration	Operations / Accounting
DEADLINE – May 13		Speaker response to invitation	
May 15		Submit F&B to Hotel / Convention Center	Beverly
May 15		Order promotional items, tote bags, AC pins and ribbons	Communications / Shundra
May 15		Finalized t-shirt order and provide counts by shirt size for registration limits	TBD or Jennifer
DEADLINE – May 21	x	Deadline for EB voting	IT / Membership

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DEADLINE – May 21	x	Post Ordinary Process Position Statements on Website	Meredith / Dhara / IT / Communications
DEADLINE – May 28	x	Open run-off/secondary elections for Active members or if no run off elections then announcement to membership	IT / Membership / Communications / ED
DEADLINE – May 28		Deadline for pertinent speaker changes CE forms	Jessica A
DEADLINE – May 29		Deadline for PDF Sunday agendas for online program and app	Program/Workforce
Week of June 1	x	App announced to attendees	Beverly / IT
DEADLINE – June 8		Close workshops with waitlists and move any waitlists attendees to workshop if space is available. Close all waitlists and adjust registration limits for any available capacity. Program staff communicate to non-accepted waitlist folks.	Program / IT / Shundra
DEADLINE – June 10		All Conference Materials Packed, Identified on Load List and Ready for Shipment on AV truck (Tentative as of July 2019 and final date TBD in May 2020)	National Office
DEADLINE – June 11	x	Deadline for run-off/secondary elections	IT / Membership
DEADLINE – June 11		Expedited Process Position Statements Due to CSTE	Program Staff / IT
DEADLINE – June 12	x	Advanced deadline for presentation upload in Confex	
DEADLINE – June 12		Review sponsored travelers and Sunday speakers not registered and provide a list for registration desk to confirm access to Sunday session	Program/Workforce
DEADLINE – June 18	x	Post Expedited Position Statements on Website	Meredith / Dhara / IT
Week of June 15	x	Announce new Executive Board (if run off elections)	ED / Communications / Beverly / IT
Week of June 22	x	Before you arrive Email	Communications / IT
Week of June 22	x	Send reimbursement forms to sponsored travelers	Program Staff / IT / Accounting / Mone'
June 25		Operations support staff travel	Operations
JUNE 28 - JULY 2		ANNUAL CONFERENCE	Staff attending AC
July 2		Update EB on website (multiple locations) and distribution lists (EO and Full) and letterhead	Communications / IT
July 2	x	Send attendee thank you email w/ evaluation link	Communications / IT
Week of July 13	x	Send moderator and speaker thank you emails	Communications / IT
Week of July 13	x	Send plenary speaker, sponsor, exhibitor, Mann thank you emails/letters	Stephanie / ED / Communications
Week of July 13	x	Send reimbursement forms to sponsored travelers (reminder)	Program Staff / IT / Accounting / Mone'
Week of July 20		Send EB date options for Fall Board Meeting	Stephanie / ED
Week of July 20		Send EB conference call schedule	Stephanie / ED / Communications
Week of July 20 and July 27		All team post-cons reviewed with Beverly; Post-cons completed in timely manner as it may impact site visits and contracts	Communications / Program / Accounting
DEADLINE – July 23		Deadline for attendee evaluation submission	Evaluation / Communications
Week of August 3	x	Post Presentations and announce prize & award winners	IT / Communications
Week of August 10		Review evaluation results	Evaluation / Beverly
Week of August 24	x	Post Position Statements Email to Memberships and Send Letters to Agencies	Meredith / Dhara / IT / Communications