

2022 CSTE Annual Conference Logistics and Agenda Planning Timeline - STAFF			
Schedule	Email / Social	Activities	Departmental Roles
August / September	x	Initial 2022 AC Website - Send Save the Date information to Members	Meetings / IT / Communications
August / September		Identify and develop tracks and 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)	Meetings / Senior Management / Program
Fall 2021		IT update EB elections process with new dates; Review voting process	Governance / IT
September 10		Committee and staff assignments finalized for Confex programming	Program
September 1 - 17		Program staff working with committees to develop topics for abstract process	Program
DEADLINE – September 24		Deadline for Submission of Topics (hard deadline in CONFEX)	Program
DEADLINE – September 24		Any new Confex Report Needs Identified in Detail by Program staff and submitted to Meetings (Reports, requirements and process needs addressed by deadline)	Program / Meetings
October	x	Announce sponsor / exhibitor opportunities	Meetings / Communications
October - December		Sponsored travel planning (database needs, letters, emails, etc.)	Meetings / IT / Program / Finance
DEADLINE – October 1		Finalize Position Statement Office Open Hours for website, Confex programming and agenda	Program
October 1 - 8		Staff abstract submission testing, provide feedback on an ongoing basis	Program
DEADLINE – October 8		Staff abstract submissions testing completed in CONFEX (no test submissions after this date; screen grabs are required for requests and Hard Deadline to allow for any Confex programming)	Program / Meetings
November 2	x	Open Call for Abstracts	Meetings / IT / Communications
November 2		Managers submit number of staff traveling for the AC to meetings for staff block hold; Grants identify budgets; Workforce staff submit number of fellow and student scholarship rooms; Staff will make their own reservations through Housing for AC and vacation arrangements on their own	Senior Management / Grants
DEADLINE – November 2		Enter breakout session allocations in CONFEX based on evaluation data, room counts, space limitation, and topics/needs of Sub-Committees	Meetings
December		Program team meetings to review Confex abstract review and session building (if needed)	Meetings / Program
December	x	Announce Position Statement Process	Program / IT / Communications
December 1 - January 6		CDC travelers for workshops and invited meetings identified	Program
December 1 - January 6		Program staff and Admins begin process of identifying sponsored travelers	Program / Meetings
DEADLINE – December 1		ALL workshops FINALIZED Main Subject Titles and Schedule (full or half day - prefer start/end times) 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; Reminder of copy/paste issue with shared spreadsheet.	Program / Meetings / IT
DEADLINE – December 1		Sponsored travel planning (database needs, letters, emails, etc.) - FINAL form requirements, including registration, emails and letters to Kevin	Meetings / IT / Program / Finance
DEADLINE – December 1		Any credit card processing requirements set-up and ready for registration opening; including tax issues/waivers for state	Meetings / IT / Finance
DEADLINE – December 1		Run (or fitness activity) planning, final t-shirt design and pricing	Meetings / Communications
DEADLINE – December 1		CE forms, examples, and share spreadsheet for plenary and workshop speaker forms. Include all staff involved in CE form collection in review meeting (workshops and plenaries)	CE Team
DEADLINE – December 1		Establish budget for student scholarships and number of recipients	Workforce / Finance
December 1		Confirm process for sponsors and exhibitors to register	Meetings / IT / Communications
January		Confirm Speaker for Jonathan Mann Lecturer	Planning Committee / Meetings
January		Confirm Plenary Speakers	Planning Committee / Meetings
January / February		Planning for lapel pin design and voting	Meetings / Communications
DEADLINE – January 6	x	Deadline for Submission of Abstracts (hard deadline in Confex)	
January 7		Internal review of incomplete abstracts	Meetings
DEADLINE – January 10		Deadline for CDC personnel required at workshops from staff submitted	Program
DEADLINE – January 10		IT finalized travel database needs and letters in system	Meetings / IT / Program / Finance
DEADLINE – January 10		Deadline for Program/Workforce staff to finalize list of sponsored travelers and send to Admins; Purchase orders submitted	Program
January 10-14		Program staff conduct an internal review of submitted abstracts	Program
DEADLINE – January 14		Admins verify debarred list for sponsored travelers	Admins
January 11-14		Review combined list of CDC workshop and abstract personnel	Program
DEADLINE – January 13	x	Open call for EB nominations	Nominating / Communications / IT
DEADLINE – January 14		Sponsor final payments and logos	Communications
DEADLINE – January 14		ALL workshops descriptions FINALIZED for registration opening (includes any special requests that may impact seating)	Program
January 14		Review fellowship abstract submissions and any coordination with program committees	Workforce
DEADLINE – January 14		Internal transfer and reassignment of abstracts completed between committees (step 1)	Program
DEADLINE - January 19		Reviewers assigned to topics (step 2) and send REVIEW Communications	Program
DEADLINE – January 20	x	Announce opportunity for awards nominations	Meetings / IT / Communications
DEADLINE – January 21		Sponsored Traveler list to Program/Workforce Staff for Review	Meetings / IT
DEADLINE – January 21		Deadline for all AC website and registration pages finalized from review	IT
January 28	x	Announce student scholarship opportunities	Workforce / Finance

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January 28		State Epi travel letter to AC	Executive Assistant
February		Develop and solicit RFP for photographer	Meetings / Communications
February 1	x	Open Registration and Hotel Accommodations	Meetings / IT / Communications
February 1		Sponsored travelers notified of support	Meetings / IT / Communications
February 1		Retired Past Presidents notified of support	Meetings
DEADLINE – February 2		Abstract review by external reviewers (hard deadline in Confex)	Sub-Committees / Program
February 2		Program sub-committee conference calls begin	Program
February 4		Presidential Priorities Award nominees sent to Review Committee and Program Leads	Meetings
DEADLINE – February 10	x	Deadline for EB nominations	Nominating / Communications / IT
February 15		Registration Parked Reports uploaded (IT to review during staff meeting)	IT
DEADLINE – February 17		EB Nominee questionnaire distributed	Nominating / Communications / IT
DEADLINE – February 18		Last day for sub-committee abstract review and program planning conference calls	Sub-Committees / Program
DEADLINE – February 18		Deadline to identify abstract finalists for Presidential Priorities Session and coordinate with Program Leads	President / Meetings
February 18 – March 11		Program staff finalize sessions and abstract determinations	Program
DEADLINE – February 25		Room types for oral presentations (breakout, quick, lightning) provided to Meetings 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 Meetings (allow time for programming)	Program / Meetings
March		Finalize and order name badges	Meetings / IT
March/April EB Conference Call		Finalize Award Recipients & Slate of Candidates	Executive Board
March 1	x	Deadline for Award nominations	
DEADLINE – March 3		Deadline for EB Nominee questionnaire form completed	Nominating / Communications / IT
March 4		Finalize non-abstract roundtable sessions and Networking sessions (Washington liaison, New Member, Mentor breakfast, Fellow lunch, committee sessions, invited sessions, etc.)	Communications / Workforce / Program
DEADLINE – March 4		Student Scholarship application submission	Workforce
DEADLINE – March 11		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 Meetings by email, do not enter in Confex	Program / Meetings
DEADLINE – March 14-16; All conflicts resolved by March 16		Identify and resolve any speaker/moderator conflicts (updates in Confex will be made by Meetings)	Program / Meetings
DEADLINE – March 24		Ordinary Process Position Statements Due to CSTE	Program & Policy / Communications / IT
DEADLINE – March 25	x	Speaker letters of Invitation and Declined Abstracts Sent (Declined oral presentations should be addressed by program staff within 1 week of receipt)	Meetings / Communications / IT
March 25	x	Open Late-Breaker Abstract Process	Meetings / Communications
Week of March 28	x	Send sponsored travelers reminder email for registration and travel	Meetings / IT
DEADLINE – March 31		Student Scholarship recipient(s) notified of support	Workforce
DEADLINE – March 31		Deadline for plenary and workshop speaker CE forms	Meetings / Program / CE Team
April		Planning for presenting author reminder communications (distribution dates determined at this point)	Meetings / Communications
April		Finalize arrangements and service order for CSTE Exhibit Booth; Start planning and production timeline for program/workforce materials and one-pagers	Meetings / Communications
April 1		Review list of exhibitor / sponsor payments and registration	Meetings / Communications
DEADLINE – April 1		Finalized exhibitor and sponsor information for pocket agenda, including virtual booths, roundtable sessions, demos sessions and videos	Meetings / Communications
DEADLINE – April 1		Changes to workshop start and end times REQUIRED for pocket agenda printing	Program
DEADLINE – April 1		Hard Deadline for any final changes to AV, IT, any Equipment or Internet needs for workshops & Position Statements (includes any CSTE equipment where connectivity to AV is required; i.e. CatchBox mics). Breakouts and roundtables have standard sets to max capacity.	Program / Meetings
DEADLINE – April 1		CE information for website, app and pocket agenda finalized and submitted to meetings	CE Team
DEADLINE – April 1		RWJF finalists registered and final entrée selection saved; Deadline for RWJF document information (pictures, abstracts, bios); Coordination with Finance Team on honorarium	RWJF Lead
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 / Meetings
DEADLINE – April 1		Finalize equipment needs and laptop set-up with Confex and streaming if any virtual needs	Meetings / IT
DEADLINE – April 8	x	Deadline for Submission of Late Breaker Abstracts	Meetings
DEADLINE – April 15		Daily Glance Agendas posted to Website	Meetings / IT
DEADLINE – April 14	x	Announce candidate slate to Active members	Nominating / Communications / IT
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	IT

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DEADLINE – April 20		Late-Breaker Agenda Finalized	President-Elect / Meetings
Week of April 25	x	Send sponsored travelers reminder email for registration and travel	Meetings / IT
DEADLINE – April 25		Deadline for Active Member eligibility to vote in elections	Nominating / Communications / IT
DEADLINE – April 29		Late-Breaker invitation (and decline) letters sent	
DEADLINE – April 29		Deadline for CE application package	CE Team
DEADLINE – April 29		Communications submit final edited proofs of any program/workforce documents for CSTE booth and/or app/platform	Communications / Program / Workforce
DEADLINE – April 28	x	Open EB voting for Active Members	Nominating / Communications / IT
May or June		Review AC at Staff Meeting	Meetings
DEADLINE – May 5	x	Early-Bird Registration (final day for pay by check option)	Meetings / Communications / IT / Finance
DEADLINE – May 12	x	Post Ordinary Process Position Statements on Website	Program & Policy / Communications / IT
DEADLINE – May 12		Tellers confirmed EB voting	Nominating
DEADLINE – May 12	x	Deadline for EB voting	Nominating / Communications / IT
May 13		Submit Final room sets and F&B to Hotel / Convention Center	Meetings
May 13		Finalized t-shirt order and provide counts by shirt size for registration limits	Meetings
DEADLINE – May 13		Order promotional items, tote bags, AC pins and ribbons	Meetings
DEADLINE – May 13		Deadline for PDF Sunday agendas for online program and app	Program
DEADLINE – May 13		Deadline for advanced upload for virtual sessions or virtual only event	
DEADLINE – May 13		For virtual sessions, FINAL list of lead & co-leads supporting sessions	Program / Meetings
DEADLINE – May 19	x	Open run-off/secondary elections for Active members or if no run off elections then announcement to membership	Nominating / Communications / IT
DEADLINE – May 27		Deadline for pertinent speaker changes CE forms	CE Team
Week of May 30	x	App announced to attendees (if App vs. virtual platform)	Communications / Meetings / IT
June		Apply 2023 AC CE credits so critical dates are identified early	CE Team
DEADLINE – June 2	x	Deadline for run-off/secondary elections	Nominating / Communications / IT
DEADLINE – June 3	x	Advanced deadline for presentation upload in Confex (If Onsite ONLY)	
DEADLINE – June 3		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 / Meetings
DEADLINE – June 3		Review sponsored travelers and Sunday speakers not registered and provide a list for registration desk to confirm access to Sunday session	Program
DEADLINE – June 2		Expedited Process Position Statements Due to CSTE	Program & Policy / Communications / IT
Week of June 6	x	Announce new Executive Board (if run off elections)	Nominating / Communications / IT
DEADLINE – June 9	x	Post Expedited Position Statements on Website	Program & Policy / Communications / IT
DEADLINE – June 10		All Conference Materials Packed, Identified on Load List and Ready for Shipment on AV truck (Tentative as of 2021 and final date TBD in May 2022)	National Office
Week of June 13	x	Before you arrive Email OR if virtual only OPEN Platform	Communications / Meetings
Week of June 13	x	Send reimbursement forms to sponsored travelers	Meetings
June 16 and 17		Travel for staff supporting logistics and set up (check with Senior Director)	Meetings / IT / Admins / Finance
June 17 and 18		Travel for all other staff supporting conference (check with Senior Director)	Programs / Communications / Workforce
JUNE 19 - JUNE 23		ANNUAL CONFERENCE	Staff attending AC
JUNE 19 - JUNE 23	x	Various social media posts and app alerts	Communications
June 23		Update EB on website (multiple locations) and distribution lists (EO and Full) and letterhead	Communications / IT
June 23	x	Send attendee thank you email w/ evaluation link	Communications / Meetings
Week of June 27	x	Send reimbursement forms to sponsored travelers (reminder)	Meetings
Week of June 27	x	Send moderator and speaker thank you emails	Communications / Meetings
Week of June 27	x	Send plenary speaker, sponsor, exhibitor, Mann thank you emails/letters	Meetings / Communications
Week of July 11		Send EB date options for Fall Board Meeting	Executive Assistant
Week of June 11		Send EB conference call schedule	Executive Assistant
Week of July 11	x	Post Presentations and announce prize & award winners	IT / Communications / Meetings
DEADLINE – July 14	x	Deadline for attendee evaluation submission	Evaluation / Communications
DEADLINE – July 22		All team post-cons reviewed with Meetings; Post-cons completed in timely manner as it may impact site visits and contracts for 2024	Communications / Program / Finance
Week of August 8		Review evaluation results	Evaluation / Meetings
August	x	Post Position Statements Email to Memberships and Send Letters to Agencies	Program / Communications / IT