Primary Deadlines

These are key deadlines for congress preparation, especially as related to meeting oversight and budget		
Activity	**Timeframe (time before meeting)**	**Responsible party**
Call for bids (e.g. call in early 2018 for 2020 Sectional Congresses)	2-2.5 years	Section conference committees
Review global conference committee guidelines/templates		Section conference committee working with global conference committee
Bid/location selection		Section conference committees
Formation of committees	1-2 years	
Define scope of work, goals, and specific timeline		
Share and approve budget with global conference committee		
Draft agreement between co-hosting institutions and SCB		Section conference committees, LOCs
Upload conference key documents to global Conference Committee Shared Drive (prospectus, call for proposals, venue contracts, service contracts for management systems) - FOCUS ON THE BUDGET AND TIMELINE Here, with other documents to be added as they come in.		global conference committee working with section conference committee and LOC
Identify and approach keynote/plenary speakers	1 year	Section executive committee
Hire Conference Planner		Section executive committee
1st call for abstracts/proposals (symposia, workshops, short courses, lunch sessions, focus group and trainings)		Scientific Program/Workshops & Short Courses
Open Exhibitor registration		Sponsorship/Logistics
Work on contacting and securing sponsors		Sponsorship/Logistics
2nd Call for Abstracts: Oral, poster, speed presentations, student award		Scientific Program/Workshops & Short Courses
Open full registration (includes workshops, short courses, field trips, evening events, etc.)	6 months	Logistics
Create the scientific program		Scientific Program
Finalize workshop, short course, and field trip logistics		Logistics
Committees update planning timeline and action plan (internal) - Also, add key documents to global Conference Committee Shared Drive (call for proposals, venue contracts, service contracts for management systems)		All committees; also, work with gobal conference committee
Early bird registration closes		Logistics
Close registration	1 month	Logistics
On site registration during conference	at meeting	Logistics
Workshops, Shortcourses, Field Trips, Conference!	at meeting	On site
Upload post-conference report to global Conference Committee Shared Drive, as well as lingering conference documents requested by the global conference committee	within 6 months of meeting	Section conference committee, LOC, and global conference committee

Activity	Timeframe (time before meeting)	Responsible party
Here is a detailed timeline for congress preparation, included key deadlines and suggested timelines for a variety of other conference preparation/activities		
Initial conversations/recruitment/information sharing for potential hosts/locations	**2-3 years**	
Call for bids (e.g. call in early 2018 for 2020 Sectional Congresses)	**2-2.5 years**	Section conference committees
Bid review		Section conference committees
Review global conference committee guidelines/templates		Section conference committee working with global conference committee
Bid/location selection		Section conference committees
Official announcement to members - in SCB newsletters or at congresses	**1.5-2 years**	Section boards/conf committees
Formation of committees		
Contract negotiations (e.g. hotels, airlines, convention center, child care)		Section conference committees
Identify meeting theme		Section executive committees
Set provisional budget (income/expense)		
Define scope of work, goals, and specific timeline		
Share and approve budget with global conference committee		Section and global conference committee
Draft MOA between co-hosting institutions and SCB		Section conference committees, LOCs
Develop meeting graphic and logo		
Design website/app setup		
Prospectus design and strategy (including fees for exhibition and sponsorship)		
Committees form, determine chairs, draft their planning timeline and action plan	**1-1.5 years**	
Upload conference key documents to global Conference Committee Shared Drive (prospectus, call for proposals, venue contracts, service contracts for management systems) - FOCUS ON THE BUDGET AND TIMELINE		global conference committee working with section conference committee and LOC
Advertise/save the date for sectional meetings at ICCB		
Phone known Sponsors & Exhibitors for save the date		Section sponsorship committee
Website Launch		
Set abstracts submisssion process and controls		
Identify meeting session formats		
Set registration process and controls (include demographic questions, volunteer request etc.)		

Identify and approach keynote/plenary speakers	**1 year**	Section executive committee
Hire Conference Planner		Section executive committee
Abstract management system launch		
1st call for abstracts/proposals (symposia, workshops, short courses, lunch sessions, focus group and trainings)	**11 months-1 year**	Scientific Program/Workshops & Short Courses
Set up/Hand off Social Media responsibilities to LOC		Communications
Reminders for 1st call & Solicit Reviewers, set up review	**9-10 months**	Scientific Program/Workshops & Short Courses
Scope Field Trips, create spreadsheet, begin outreach		Field Trips
Close of 1st call	**9 months**	Scientific Program/Workshops & Short Courses
Set up registration system		
Abstracts Review 1st call (2 weeks)	**8-9 months**	Scientific Program/Workshops & Short Courses
Sci Program Committee decisions & notifications		Scientific Program/Workshops & Short Courses
Set up Registration Form for Exhibitors		Sponsorship/Logistics
Open Exhibitor registration		Sponsorship/Logistics
2nd Call for Abstracts: Oral, poster, speed presentations, student award presentations	**8 months**	Scientific Program/Workshops & Short Courses
Confirm Field Trips and details		Field Trips
Outline special events		
Plan Member's meeting		
Research a carbon offsetting program		
Reminders for 2nd call & Solicit Reviewers (regular and extended student abstracts), set up review		Scientific Program
Develop criteria & operational timeline for Student, Chapter Travel Awards	**7 months**	Travel Awards
Develop criteria & operational timeline for other Awards		Awards
Committees update planning timeline and action plan		All committees
Sponsors quest - Stage 2: Formal contact at the beginning of the new budget year		Sponsorship/Logistics
Open full registration (includes workshops, short courses, field trips, evening events, etc.)	**6 months**	Logistics
Close of 2nd Call		Scientific Program
Book photo/video pro for conference coverage		
Abstracts Review 2nd call (2 weeks)	**5-6 months**	Scientific Program
Send out volunteer schedule and positions details		Volunteers

Detailed timeline

Sci Program Committee decisions & notifications 2nd call		Scientific Program
Contact SCB groups - emails to ensure their events are included in the program		
Review of extended student abstracts	**5 months**	Awards
Exhibitors: 50% cancellation refund and payment due		Sponsorship/Logistics
Notification to finalist student presenters		Awards
Create the scientific program		Scientific Program
Finalize workshop, short course, and field trip logistics	**4 months**	Logistics
All company/org logos, ads, design, descriptions due		Sponsorship/Logistics
Committees update planning timeline and action plan		All committees
Early bird registration closes (potentially end workshop, short course, field trip reg as well if #s are needed)	**3-4 months**	Logistics
Prepare and send press release announcing the conference program highlights		
Design and print program, badges, tshirts		Marketing/Design/Logistics
Schedule volunteer's tasks	**2 months**	
Close registration	**1 month**	Logistics
On site registration during conference	**at meeting**	Logistics
Workshops, Shortcourses, Field Trips, Conference!	**at meeting**	On site
Upload post-conference report to global Conference Committee Shared Drive	**within 6 months of meeting**	SCB EO has a post conference report template