

Administrative and Communications Calendar for an EC/ASECS annual meeting

By end of October (of the year preceding the conference)

1. You will need to have decided upon a theme for the conference. Begin to ask some people to serve on the conference committee.
2. You will need to have a "Call For Papers" flyer ready for distribution at the Business Lunch.
3. You'll be expected to say a few words about the meeting at our Business Lunch.
4. Begin to think about a plenary speaker.

By middle of January

1. Have copy ready for Jim May/newsletter about the meeting.
2. Assign dates for proposals for panels (usually March) and papers (usually May or June). The Call for Papers should be mailed to our entire membership with the dues letter. Also, the CFP on the conference website as well.

Winter and Early Spring

1. You need to think through and have in place the mechanism for accepting and processing panels and papers with your Program and Arrangements Committee.
2. You'll need to begin to communicate with members who send in proposals.
3. A few meetings of the Program and Arrangement Committee will be necessary to discuss the program, any extra outreach, and book display issues.
4. Lock in a plenary speaker, if you haven't already. Remember EC/ASECS pays for all the plenary speaker's travel, hotel, and registration fee. Also, the plenary speaker receives an honorarium of \$500.

June

1. Finalize the papers and sessions and be in touch with the chairs.

July and August

1. Have website up-to-date with conference information.
2. Crunch numbers to create the registration fee.
3. Contact all participants and send them the registration form by the end of August.
4. E-mail or post the registration form to entire membership and direct them to the conference website for the tentative program.
5. Assign an administrative person as the one to receive registration forms, etc. When forms and checks begin to come in, you or the administrative person will need to create a system to record the receipt of registration forms. In previous years, checks and registration forms came to Linda, who created excel spreadsheets recording the information.

Late August and early September

1. Use your Committee to firm up program (assign rooms for each session at the conference site location) and begin to design and get the program itself ready to print. {As you know, we need to have the program in shape with special consideration for the

Molin Prize, so that those who are judging can be sure to assign a person to each session where there will be a contestant.}

2. Make sure the website is up-to-date and the schedule and forms are mounted on it.
3. Have administrative person keep on top of incoming registration forms, etc.

Early October

1. Get ready to print program. Be sure to give yourself at least 3 weeks to proof copy, etc.
2. Track registration and keep hotel informed as to numbers for meals.
3. Create the conference folder (include information re: local restaurants and interesting things to do).
4. Print name tags for participants. (Linda has been doing this recently)
5. Organize schedule of who will staff the conference registration table (maybe graduate students in exchange for free or deeply discounted registration?)

November

1. After the conference, help Exec. Sec't settle up the bills with the hotel and school.