WORKGROUP TIMELINE

September 11-13, 2012

TASK	December	January	February	March	April	May	June	July	August	September	October
Options for Plenary Speakers											
Pre/Post Conference Workshop Meetings											
PROGRAM TRACK SUBCOMMITTEE											
Select Sessions and Topics											
Assign Workgroup Roles for Soliciting Speakers											
Identify Speakers for Sessions											
Agenda Finalized											
Speaker Confirmation Letters											
Speaker Conference Calls											
POSTER SESSION SUBCOMMITTEE											
Establish Poster Selection Criteria											
Review Poster Applications											
Confirmation/Decline Letters											
CONFERENCE/SESSION HOSTING VOLUNTEERS SUBCOMMITTEE											
Develop Guidelines/Procedures											
Recruit Volunteers											
MARKETING/COMMUNICATIONS SUBCOMMITTEE											
Program Book - Draft											
Program Book - Final											
EVALUATION/CEU SUBCOMMITTEE											
Review Online Survey											
Survey Posted Online											
Evaluate Online Survey											