

2018-2019 IASFAA Program Committee Calendar

July 2018

- Submit IASFAA Committee Annual Budget Proposal Form to the VP by the end of the month or deadline assigned during Executive Council Summer Retreat
<https://iasfaa.com/docs/forms/pdf/CommitteeBudgetProposalForm.pdf>

August 2018

- Schedule in-person planning meeting for September

September 2018

- Hold in-person planning meeting
 - Decide on conference theme
 - Assign tasks
 - Come up with session topics

October 2018

- Hold 2 conference calls
 - Finalize session topics
 - Request for presenters
 - Select charity

November 2018

- Hold conference call
 - Finalize presenters
 - Schedule registration testing
 - Set registration go-live date
 - Decide on conference fees for full registration and single day registration (need food cost from Site committee in order to set)

2018-2019 IASFAA Program Committee Calendar

December 2018

January 2019

- Hold conference call
- Go live with registration by mid-January
- Have Communications Committee advertise conference registration (include hotel room block deadline and registration deadline to avoid late fee)

February 2019

- Remind presenters of deadline to turn in PowerPoints to Site and Electronic Services Committees
- Have Communications Committee continue to advertise registration

March 2019

- Get travel plans from out-of-state guests
- Finalize program and send to Tara for printing by March 15th (make sure this aligns with Exhibitor registration so all logos included in program)
- Presentations due to Site and Electronic Services by March 22nd
- Hotel block deadline is March 27th

April 2019

- Develop schedule for President
- Spring Conference April 10th-12th
- Send survey to conference attendees by April 16th
- Close conference survey after 2 weeks
- Compile survey results and send to Electronic Services Committee to upload to website
- Develop list of all conference costs and breakdown of attendees. Co-chair may need for EC Summer Retreat and/or to provide to finance committee for closing of the books