

## Program Committee

### January 2017

- Hold minimum of 2 conference call planning meetings
- Contact Site chair for spring conference site details: meals, conference rooms, accommodations.
- Contact Exhibitor Relations Chair for spring conference needs: exhibitor counts, business solutions sessions
- Contact Award chair for awards to be presented in Spring- add to program
- Have blog article ready for IASFAA sharing details about Spring Conference

### February 2017

- Hold minimum of 2 conference call planning meetings
- Update exhibitor information on website and registration form by February 1, 2016
- Finalize agenda
- Update conference information on website, including the full conference agenda
- Announce conference registration and agenda being open through IASFAA email

### March 2017

- Hold minimum 3 conference call planning meetings
- Send email reminders about conference registration and hotel room reservations
- Have blog article ready for IASFAA sharing last minute details about Spring Conference
- Make presentations available by March 31, 2017 for download/printing
- Tell new chair to start booking NASFAA and Dept. of Ed reps for next year conferences

### April 2017

- Hold one final conference planning meeting
- Get conference agenda and booklet details to Tara at i-Link for printing
- Conference is April 6 -7, 2017
- Send out post conference evaluation, leave open 2 weeks after conference
- Deactivate registration at conclusion of conference

### May 2017

- Share post conference evaluation details with key stakeholders

### May 2016

- Kick off meeting for fall conference takes place
- Determine which current committee members stay on committee

### June 2016

- Hold minimum of 2 conference call planning meetings
- Attend IASFAA Exec Council meeting
- Identify new committee members from Spring Conference

July 2016

- Identify new committee members from membership renewals
- Hold minimum of 2 conference call planning meetings
- Contact Site chair for fall conference site details: meals, conference rooms, accommodations.
- Contact Exhibitor Relations Chair for fall conference needs: exhibitor counts, business solutions sessions
- Contact Award chair for awards to be presented in Fall - add to program

August 2016

- Have blog article ready for IASFAA sharing details about Fall Conference
- Hold minimum of 2 conference call planning meetings
- Update exhibitor information on website and registration form by August 31, 2016
- Finalize agenda
- Update conference information on website, including the full conference agenda

September 2016

- Hold minimum 3 conference call planning meetings
- Send email reminders about conference registration and hotel room reservations
- Have blog article ready for IASFAA sharing last minute details about Fall Conference
- Announce conference registration and agenda being open through IASFAA email

October 2016

- Make presentations available by October 14, 2016 for download/printing
- Hold weekly planning meetings
- Get conference agenda and booklet details to Tara at i-Link for printing
- Conference is October 26 - 28, 2016, in Sioux City

November 2016

- Send out post conference evaluation, leave open 2 weeks after conference
- Deactivate registration first week of November
- Have in person meeting second or third week of November. Location TBD.

December 2016

- Have minimum 2 conference calls before schools go on Winter Break

