

Conference Planning Time Line

(Revised May 27, 2005)

DATE	Chair	Conference Committee	Exhibits	Poster Sessions	Local Arrangements	Programs	Publicity	Registration	Store
2005 May		May 26: Meet at Wake Forest					May 31: Info for <i>Tar Heel Libraries</i> to Veronica	May 31: Call for volunteers goes out	
June			Jun 15: Exhibitor packets ready	Jun 1: Deadline for poster sessions			Jun 1: <i>Tar Heel Libraries</i> deadline Jun 20: Information for pre-registration packets to Veronica Jun 23: Pre-registration packets to printer	Jun 17: Information regarding priced events to Andrea	
July	Jul 15: NCLA Executive Board meeting	Jul 22: Meet at LBPH in Raleigh	Jul 1: Send exhibitor solicitation		Jul 1 Jul 15: Begin assigning rooms	Jul 1: Send room needs and arrangements to Local Arrangements	Jul 1: Mail pre-registration packets		

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(Continued)

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Aug.					Aug 1: Table request forms due Aug 13: Housing form deadline Aug 15: Prepare signs for conference, make A/V arrangements, etc.		Aug 1: Information for conference program to Veronica Aug 23: Conference program to printer	Jul 1 - Aug 25: "Early bird" registration	Aug: Assign store hours
Sept.		Preconferences Sept 20 Conference Sept 21-23					Sep 6: Conference program ready	Print out name tags, tickets, etc. Stuff bags	