



## Conference Planning Timeline

Complete Initial Agreement	8/31/2009 for returning group preference, after 9/1 for new groups (housing and room reservations met on a first come, first serve basis)
Receive contract	12/15
Sign and return contract	2/15
Pre-Logistics meeting *Provide the conference office with a schedule of events for your conference prior to this meeting	6 weeks before your conference
Logistics meeting with campus departments	2 weeks before your conference (Conference Director attendance optional)
Pre-Conference meeting	1-2 days before your conference
Post-Conference meeting	Upon completion of your conference
Final bill generated	30-45 days after your conference
Payment due	30 days from statement date

At any point throughout the conference planning process, do not hesitate to contact our office to answer any questions you may have.

In order to help you plan for the best conference, we have provided you with a step-by-step guide. This guide will aide you in determining which facilities (meeting spaces, classrooms, and housing) you should use and the types of set-ups you need, as well as give you information on all the available services on campus. Good luck!