# Conference Planning Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
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<tbody>
<tr>
<td>Complete Initial Agreement</td>
<td>August 31&lt;sup&gt;st&lt;/sup&gt; for returning group preference, after September 1st for new groups (housing and room reservations made on a first come, first served basis)</td>
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<tr>
<td>Receive contract</td>
<td>December 15</td>
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<tr>
<td>Sign and return contract</td>
<td>By February 15</td>
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<tr>
<td>Pre-Logistics meeting</td>
<td>6 weeks before your conference</td>
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<tr>
<td><em>Provide Conference Services with a schedule of events for your conference prior to this meeting</em></td>
<td></td>
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<tr>
<td>Logistics meeting with campus departments and housing roster</td>
<td>2 weeks before your conference (Conference Director attendance optional)</td>
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<tr>
<td>Pre-Conference meeting</td>
<td>1-2 days before your conference</td>
</tr>
<tr>
<td>Post-Conference meeting</td>
<td>Upon completion of your conference</td>
</tr>
<tr>
<td>Final bill generated</td>
<td>30-45 days after your conference</td>
</tr>
<tr>
<td>Payment due</td>
<td>30 days from statement date</td>
</tr>
</tbody>
</table>

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

In order to help you plan for the best conference, we have provided 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 may need, as well as provide you with information on all the available services on campus.