

## OEMA/WLMA Joint Conference 2008 Master Calendar

### *August 19-20, 2005*

### *Steering Committee Retreat Meeting*

August/ September, 2005	Facilities	Sign contract(s) for facilities, make arrangements for any advance payments; as advised by steering committee
August, 2005- August, 2006	Steering Committee	Review and provide feedback on Committee Job Descriptions, Timeline, and Budget draft documents; as well as other issues that may arise
August, 2005 – July, 2006	Major Speakers, Authors	Contacts to obtain conference presenters
September, 2005 – January, 2006	Publicity	Finalize Theme and logo, possibly through contest for high school art students
March, 2006	Webmaster	Mount web site for conference

### *August 19, 2006*

### *Steering Committee Meeting*

August, 2006	Program (?)	Request greeting from dignitary(s), and follow up as appropriate
August, 2007	Program/ All chairs	Information to Publicity Chair for PR
	Speakers/Authors	Speaker/ Author contracts in place
	Publicity	PR ad ready for 2007 conference programs (OEMA & WLMA)
	Concurrent	Proposal form in Interchange & Medium

### *August 18, 2007*

### *Steering Committee Meeting*

September, 2007	Concurrent	Send proposal forms to WLMA & OEMA reps for suggestions
October, 2007	Speakers/Authors	Speaker/Author Bio to Publicity Chair for PR
	Publicity	Article and ad ready for winter MEDIUM and INTERCHANGE
December, 2007	Concurrent	Proposals due (December 1)

## OEMA/WLMA Joint Conference 2008 Master Calendar

January, 2008 Exhibits Registration letters to exhibitors

### ***February 2, 2008***

### ***Steering Committee meeting***

February 2, 2008 Concurrent Presenter agreements due

February 2008 Program Start matrix  
Concurrent Sift through proposals and solicit sessions to fill needs  
Concurrent Contact no-shows & fill in with other sessions  
Concurrent/  
Speaker/ Authors/  
Extended Sessions Send initial equip. list to AV Chair  
Hotel liaison General agenda to hotel/Convention Center

March, 2008 Program/Publicity Draft of “sneak preview” flyer ready

### ***March 8, 2008***

### ***Steering Committee meeting***

April, 2008 ? Credit/clock hours in place  
Program/Publicity “Sneak Preview” flyer to printer/webmaster  
All program chairs Update equipment needs to LA/AV

May, 2008 Program/Publicity Mail & mount “Sneak Preview” flyer  
Hosts/Webmaster Session hosts solicited

### ***May 3, 2008***

### ***Steering Committee meeting***

## OEMA/WLMA Joint Conference 2008 Master Calendar

June, 2008	Program	Matrix is finalized
	All program chairs	Send confirmation letters to presenters (confirm session name, time, day, equipment needs) Any changes due from presenters Updated equipment needs to AV Chair Send signage needs to Signage Chair
	Signs	Sort matrix database for poster info
	All program chairs	Gather descriptions for all sessions/events for program matrix

***June 21, 2008***

***Steering Committee meeting***

July 1, 2008	Registration Sales Extended sessions Authors Speakers Concurrent Hotel liaison Social	Items for registration mailing due Speaker/Author/Presenter bios due for program
July 15, 2008	All chairs	Articles written for fall conference issues of MEDIUM and INTERCHANGE; send to Coordinator for coordination
	Publicity	Ad/articles in fall conference issues of MEDIUM and INTERCHANGE
July 15, 2008	Program/Publicity	Registration mailing materials sent to Publicity Chair for printing
August, 2008	All chairs	Complimentary hotel/meals info to Conference Coordinator

***August 9, 2008***

***Steering Committee meeting***

## OEMA/WLMA Joint Conference 2008 Master Calendar

August 15, 2008	Publicity	Mail registration packets
	All chairs	Materials (include Speaker/Author/Presenter bio material) for final program due to Conference Coordinator
	Exhibits	Exhibitor map and listings for program to Conference Coordinator
	Evaluation	Evaluation forms printed
September, 2008	all Program chairs	Send reminders to presenters (directions, hospitality, host, handouts) Update equipment – final to AV chair
	Registration	Get any special registration packet stuffing info from OEMA and WLMA (ribbons, etc.)
	Publicity	News releases
September 10-15	Program/Conference Coordinator	Proofreading and triple checking of final program
<b><i>September 13, 2008</i></b>		<b><i>Steering Committee Meeting</i></b> Includes final walk through of site
September 15	Program/Publicity	Final program to printer
	Registration	Items for distribution at registration to Registrar
<b><i>October 9 – 11, 2008</i></b>		<b><i>Conference</i></b>
Post conference	all Program chairs Concurrent	Send thank-you's & copy of evaluations to presenters Send letter to principal/supervisor of presenters
October 31, 2008	All chairs	Final reports/evaluations due to Conference Coordinator electronically

Thank you all for a job well done!!