

2016 CMC-South Conference Timeline

Exec Board/Chair	Program Committee	Registration	Exhibits	Manuscript	Conf. Committee
January, 2016					
<p>Select decorator Decide on a three year contract with PSAV Decide on a Theme and Colors for 2016 Determine the participants' cost –will there be an increase in cost Determine if we want to continue with 1 ½ sessions or change the session time. With 1 hr sessions we have more slots for speakers Determine whether we will have strands</p>	<p>Review room counts and speaker evaluations. Revise speaker proposal form. Determine a date for the 1st meeting to firm up the speaker information and questions we want to ask</p>	<p>Prepare report for conference committee meeting. Determine equipment needs for conference</p>	<p>Update all the exhibitor invitations letters and documents. Update the database to send out invitations. Collaborate with the Executive Board to identify partner organizations or non-profits who will receive special booth rates. Communicate in a special invite letter to these organizations. Verify the prices for the furniture. Mail out all invitations by US mail and via email.</p>		<p>All committees submit reports for the January meeting of the conference committee. Equipment – determine if changes need to be made to the speaker proposal form.</p>
February, 2016					
<p>Prepare “Save The Date” fliers and distribute.</p>	<p>Meet to establish protocols for managing and editing speaker proposals and for contacting speakers about changes. Revise speaker evaluation form and send to evaluations chair. Revise system for coding/prioritizing speaker proposals. Revise criteria/rubric for evaluating speaker proposals.</p>	<p>Obtain from Executive Board the conference pricing information and cut-off dates. Determine what equipment and software is needed for the next conference. Begin to coordinate with ACE</p>	<p>Keep mailing out as new potential exhibitors are found on the web or via conferences and referrals. Look through all the Decorator files to make sure we are on schedule. MAKE SURE THE ONLINE REGISTRATION SITE IS OPEN.</p>		
March, 2016					
<p>Prepare and send an e-blast to “Save the Date” and preliminary information about theme, featured speakers. Determine the Friday leadership luncheon speaker.</p>	<p>Open speaker submission Begin reading and deciding on proposals</p>	<p>Coordinate with ACE</p>	<p>Work on the Exhibitor Spreadsheet for the decorator to make sure that the data goes into the correct fields when we send them the information on the vendors. 1. Send out email</p>		

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			confirmation of application 2. Add applicant and onsite Rep to the 2013 Contact List in Email 3 Add vendors to the 2013 list of vendors on the Website. Go to CUE and walk the exhibit hall and pass out invitations and flyers.		
April, 2016					
Close the link for the online speaker proposal form, one week after NCTM. Notify the program committee regarding anticipated conference attendance and number of rooms/sessions to be programmed.	Continue to read and revise speaker proposals. Initial sorting/prioritizing of speaker proposals to assure balance in topics and adherence to theme. Recruit speaker proposals as needed. Paste-up Preparation: Strands: Featured Sessions: Friday = 1/3/3/3 Saturday = 3/3/3/1	Provide registration information to manuscript committee.	1. Send out email confirmation of application 2. Add applicant and onsite Rep to the 2013 Contact List in Email 3. Add vendors to the 2013 list of vendors on the Website. Work on the Exhibitor binder, send out an e-blast to all those on the invitation list that have not submitted an application yet. Get people to walk the NCTM Exhibit Hall	Prepare cover design for brochure and conference program booklet.	Printing -develop mailing list for brochure. Get bids for printing of brochure (25000).
May, 2016					
Submit to manuscript committee the information about meal prices and special events. Provide information about advertising guidelines and sponsorship guidelines. Gather hotel information. Prepare and send (end of May) e-blast and tweets about the conference. Including the Ignite Session	Complete conference program sessions matrix through paste-up process. Submit to manuscript committee information about featured speakers. Contact accepted speakers. Contact non-accepted speakers. Prepare preliminary program session information for access on website. Computer Labs -bring your own lab.	Continue to work with ACE	1. Send out email confirmation of application 2. Add applicant and onsite Rep to the 2013 Contact List in Email 3. Add vendors to the 2013 list of vendors on the Website. Work on the Exhibitor binder Send Diana the list of	Assemble conference pricing and special information for brochure. Assemble featured speaker information and pictures for brochure. Check on parking fees, shuttle busses,	Equipment – determine at paste-up the equipment needs. Work with the program committee to minimize both changes and cost for equipment. Purchase inexpensive document cameras and LCD projectors (for smaller rooms). Plan for storage and maintenance of equipment.

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			vendors so she can send a letter to request donations.		<p>Meal Functions: Contact the Renaissance Hotel for the menu options for the Pre-Conference dinner, the Friday Leadership Luncheon, the Saturday Affiliate Luncheon and the Friday evening social.</p> <p>Work with Exhibits chair to discuss and arrange through the PSCC for snacks for the Vendors and snacks for the Conference Committee members.</p>
June, 2016					
<p>Post on website the link for student host signups. Post on website the preliminary version of the program for final speaker review. Post on website the links for hotel reservations and for pre-registration.</p>	<p>Prepare the session database to be posted on the website. Determine natural strands that arise from the constructed program. Notify all speakers</p>	<p>Continue to work with ACE for all the online registration. Have the committee do a mock registration.</p>	<p>1. Send out email confirmation of application 2. Add applicant and onsite Rep to the 2013 Contact List in Email 3. Add vendors to the 2013 list of vendors on the Website. Send out invoices to all the exhibitors who are paying by check. We will start depositing checks in July. CREATE the Sponsor Speaker application online to send out in July</p>	<p>Prepare brochure for printing. Check all information for accuracy. Make arrangements with a printer. Get quotes for printing and mailing. Decide to do a postcard and/or brochure for 2013.</p>	<p>Student Hosts – website link is opened to begin accepted applications for student hosts. Equipment – contact speakers to confirm equipment needs and requests. Contact CTAP and TI and/or similar regarding the borrowing of calculators and computers.</p>
July, 2016					
	<p>Make sure that all speakers and co-speakers are aware: 1) If they register by October 1 they will only be charged \$50.00. If they register between October 1 and October 16 they will be charged \$70.00. If they register after October 15 they will be charged \$90.00. 2) No co-speakers are added after paste-up.</p>	<p>Early July: Open online registration form on website. 1st to committee and speakers then a week later to public Open online registration to the public. Hotel reservations as well</p>	<p>1. Send out email confirmation of application 2. Add applicant and onsite Rep to the 2013 Contact List in Email 3. Add vendors to the 2013 list of vendors on the Website. 4. Send out invoices to all the exhibitors who are</p>	<p>Mail the brochures to county offices, district offices, members, universities. Distribute at affiliate meetings.</p>	<p>Transportation – make arrangements for busses. Need Friday and Saturday route between PSCC and Hilton and Hard Rock. Evaluations – order evaluation forms. Make sure app is acquired and functional for participants to evaluate via smartphone Materials – order pads,</p>

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	<p>3) All requests for reimbursement must be submitted by December 15.</p> <p>Invite interested speakers to agree to have e-mail printed in the speaker index of the printed program. Remind speakers that they can make their presentations available on the CMC-South website via upload or via link to their URL.</p>		<p>paying by check. 5. Deposit checks, maintain a deposit document in Dropbox to share with the Treasurer. 6. Send an e-blast to all that have applied for the Sponsor Speaker Room and for the Sponsor Showcase slots.</p>		<p>pens, badge-holders and ribbons. Equipment – submit to PSAV list of equipment needs. Printing- print and mail brochures and/or postcard</p>
August, 2016					
<p>Send e-blast about conference and registration deadlines and some of the highlights.</p> <p>Get updates on the number of rooms filled at conference hotels.</p> <p>Update website as needed.</p> <p>Pay facility deposit to the convention center.</p>	<p>Remind speakers to register early for the conference. Remind speakers to reserve hotel rooms as needed. Finalize “strands” to be advertised in the conference program. Remind speakers to submit reimbursement forms before December 15.</p>	<p>Begin frequent discussions with ACE Trouble shoot issues</p>	<ol style="list-style-type: none"> 1 Send out email confirmation of application 2. Add applicant and onsite Rep to the 2013 Contact List in Email 3. Add vendors to the 2013 list of vendors on the Website. 4. Send out invoices to all the exhibitors who are paying by check. 5. Deposit checks, maintain a deposit document in Dropbox to share with the Treasurer. 6. Work on GES Spreadsheet after every new list. 7. Work on the booth assignment sheet 8. Get the signs ordered for the conference. 9. Get list of all exhibitors to the Manuscript committee. 10. Make sure to e-blast vendors about hotel reservation. 		<p>Student Hosts – post information on website. Contact university liaisons.</p> <p>NCTM – send to consignments@nctm.org the request for materials to be ordered and delivered. Prepare a list of publications to be ordered.</p> <p>Meal Functions: Finalize menus. Coordinate “counts” with registration and with CMC-South secretary.</p>
September, 2016					
<p>Sign BEO’s for hotels, decorator, and equipment.</p>		<p>Remind committee members to register early.</p>	<p>Send out exhibitor packets with booth</p>	<p>Prepare conference program booklet for</p>	<p>Equipment – continue to contact speakers to make</p>

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<p>Remind conference committee to register early and reserve hotel rooms. Conduct conference committee meeting. Make sure registration has all the equipment and software needed. Decide on signs for the decorator.</p> <p>Pay catering deposit to the convention center Pay decorator deposit Pay manuscript postage and printing costs</p>	<p>Consider Themes for 2017</p> <p>Remind speakers to register early for the conference. Remind speakers to submit reimbursement forms before December 15.</p>	<p>Update on the registrations to date from the weekly reports from ACE. Decide on signage and registration setup for the decorator and conference chair. Meet together with all the people who will be working registration.</p> <p>Make sure that all equipment needs are ordered</p>	<p>assignments. Get ready for the conference with envelopes, badges, send badge to security for verification, Make sure all the doors are covered by security.</p>	<p>printing. Remember to include - Online Evaluation link -Texting info for speaker evals - Twitter and Facebook links. - Save The Date for the next year. - Advertising due September 30. - Include privacy statement and implied photo release, - Include information to promote CMC-S awards and committee work (e.g. OR codes)</p>	<p>sure requests for equipment use are accurate. Signs – needs pictures of Featured Speakers in order to make promotional signs highlighting featured sessions. Meal Functions – works with Awards Chair and President-elect to ensure awardees know they are being honored at the Affiliate Luncheon.</p>
October, 2016					
<p>Submit list of VIP to hotels. Setup the pre-conference meetings. Order the easels for the signs. Monitor the sleeping rooms; secure additional rooms as needed.</p>	<p>Adjust program as needed for additions and cancellations. Compile errata sheet once program manuscript is closed for changes. Remind speakers and co-speakers to register early for the conference. Provide final program session information to chairs for Meeting Rooms, Evaluation and Signs.</p>	<p>Busy.</p> <p>Organize all the materials that will be needed for the conference.</p>	<p>Keep in touch with vendors; start printing out the forms for the onsite pick-up. Maintain the website and also keep up the booth assignments as they come in. Order the posters and signs for the exhibit hall.</p>	<p>Print conference program booklet (about 3000). Final changes to program done by October 15. Manuscript submitted to printer by October 21. Printed and shipped by October 29. Arrange for shipping to the PSCC.</p>	<p>Meeting Rooms – Prepare sheets for room counts. Signs – Make arrangements for sign holder easels. Prepare large signs for featured speakers with pictures. Prepare specialty signs. Evaluations – organize evaluation forms into packets. Prepare instructions for speakers. Meal Functions – provide the Renaissance with best estimate counts for all meals. Provide options for vegans, vegetarians and overflow.</p>
November, 2016					
<p>Prepare reimbursement forms for speakers and for conference committee members.</p>	<p>Prepare speaker packets with evaluation forms, reimbursement form, registration materials and</p>	<p>Print, prior to the conference, everything that you could give out at the conference.</p>	<p>Go the convention center day before to do a walk-through and make sure all is set-up for the event.</p>		<p>Evaluations. Transportation – Meet bus drivers. Go over route and establish contacts in case of</p>

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Meet with hotels and CC for pre-conference meetings. Conduct conference committee pre-conference dinner.	<p>speaker instructions. Include in the instructions to reminder to provide an electronic version of the session to be offered to members on the CMC-South website (password protected page).</p> <p>Prepare ERRATA sheet</p> <p>Greet speakers as they arrive at the conference.</p> <p>Visit a variety of grade-level speakers to assess.</p>		<p>Stuff all the envelopes for the vendors with badges and information.</p> <p>Walk the floor, Make sure all the vendors have what they need.</p> <p>Hand out the thank-you letters and 2014 invitation.</p> <p>Make sure the sponsor showcase and sponsor room are ok and going well.</p> <p>Have all the raffle items ready with Ilene.</p>		problems. The number of people riding the busses.
Open online conference evaluation form. Prepare conference summary and report. Send e-blast about conference evaluation and speaker evaluation	<p>Thank speakers for their contribution to the program. Remind speakers to forward session resources to the webmaster (CMC-South) so they appear on the conference resources page of our website. (posted by 11-15-13).</p> <p>Remind speakers to submit reimbursement forms before December 15.</p>		Send out the online survey to the vendors for feedback.		Meeting Rooms – Submit to program committee and conference chair the room counts for all sessions. Also indicate which sessions had people turned away and approximately how many were turned away.
December, 2016					
Close online conference evaluation form. Remind committee members to submit reimbursement claims before December 15. Treasurer provide spreadsheet with all reimbursement claims.	Prepare report to be submitted for the January meeting. Remind speakers to submit reimbursement forms before December 15.	Prepare report to be submitted for the January meeting. Continue to follow-up on purchase orders. Take registration off-line and work with the master copy.	Prepare report to be submitted for the January meeting.	Prepare report to be submitted for the January meeting.	All - Prepare report to be submitted for the January meeting. Evaluations – Crunch the numbers and prepare a summary report for the conference committee and a complete report for the program committee and conference chair.
January, 2017					