**2017 ARIAS**·**U.S. Spring Conference**

**Ritz-Carlton Naples, FL**

**May 3 – 5, 2017**

**Conference Development Timeline - Conference Co-Chairs**

**General Timeline**

Dec 2016 – Jan 2017 **Co-Chairs discuss conference planning process** (Review previous conference evaluations, tentative timeline, and preliminary timed agenda, sequencing of sessions, rough out faculty, contact faculty

December 11, 2016 Finalize **sponsorship prospectus**

December 16, 2016 Finalize call for proposal process

December 19, 2016 **Call for proposal** opens

January 9 **Save-the-date content** due from conference co-chairs

*Staff provides theme and text for save-the-date card to Creative Dept.*

January 16 **Call for proposal** closes

January 23 – 30 **Save-the-date card –** mailing

February 6 **Registration** opens on website / Email communication goes out to ARIAS database with save the date and open registration link

February 9 **Brochure –** Provide draft text to Creative for announcement brochure, including Co-Chair letter, schedule, confirmed faculty names, registration information & form, info about the Ritz-Carlton and surrounding area

February 22 Post and email **conference** **brochure**

March 3 Mail out **Conference brochure** (use same mailing list as ‘save the date’ list/ email brochure, deadline reminders and links

March 20 **Early bird deadline and full refund cancellation deadline / Run report of those not registered for marketing purposes**

March 30 All remaining **content for Conference Program** due to Creative

March 30 Submit materials for **CLE processing** (IL & PA)

April 7 **Hotel room block deadline**

April 19 **Email registrants** link to conference program & materials

April 24 Regular **registration** deadline

April 25 Shipment date

April 27 Finalize **conference evaluation** in survey monkey / Finalize onsite rolling slide deck (Runs during meal times and breaks)

**May 3- 5 Spring Conference**

**Co-Chair Timeline**

January 18 – 20 Planning committee **reviews submitted proposals** independently

Jan 23 – Feb 3 Proposal selections /agenda development/ Co-Chairs finalize **agenda and speakers**

February 6 – 24 Co-chairs reach out to session panels to discuss session focus and direction in more detail

Feb 3 – 8 Data Security workshop call to discuss logistics

February 8 Co-chair **announcement letter** for brochure due

February Webinar/Conference call with round table speakers

Feb 20 –24 (week of) Planning call

March 6 – 17 (week of) Planning call

March 21 Co-chairs receive post early bird deadline registration numbers

March 23 **Co-chair** welcome letter for conference program due

April 10- 17 (week of) Planning call

April 21 Finalize **co-chair run of show** document (conference timeline that includes assns. of speaker introductions and staff, announcements, session times/breaks and special notes)

**Speaker Timeline**

February 3All proposal submission contacts notified / **Speaker management** - All speakers notified of session times and deadlines (bios/headshots /materials/AV requirements/PPTs)

February 8 **Speaker confirmation** deadline

March 20 **Speaker** Registration deadline

March 23 **Speaker** session materials and AV requirements deadline

March 28 **Speaker** [[1]](#endnote-1)session materials **extension** and AV requirements deadline

April 24 **Speaker** PowerPoint presentations due

1. [↑](#endnote-ref-1)