

2019 – 2020 IASFAA Program Committee Calendar

July 2019

- Schedule in-person planning meeting for this month
- Decide on conference theme
- Assign tasks
- Schedule all ZOOM meetings
- Come up with session topics
- Submit IASFAA Committee Annual Budget Proposal Form to the VP by the end of the month or deadline assigned during Executive Council Summer Retreat
<https://iasfaa.com/docs/forms/pdf/CommitteeBudgetProposalForm.pdf>

August 2019

- Hold 3 conference calls/zoom meetings
 - Finalize session topics
 - Request for presenters
 - Select charity
 - Finalize presenters
 - Schedule registration testing
 - Set registration go-live date
 - Decide on conference fees for full registration and single day registration (need food cost from Site committee in order to set)
 - Go live with registration by mid-August
 - Have Communications Committee advertise conference registration (include hotel room block deadline and registration deadline to avoid late fee)

September 2019

- Hold 4 conference calls/zoom meetings
- Remind presenters of deadline to turn in PowerPoints to Site and Electronic Services Committees
- Have Communications Committee continue to advertise registration
- Get travel plans from out-of-state guests
- Finalize program and send to Tara for printing by September 20 (?) (make sure this aligns with Exhibitor registration so all logos included in program)
- Presentations due to Site and Electronic Services by September 20 (?)
- Hotel block deadline is ???

October 2019

- Develop schedule for President
- Fall Conference October 28-30

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November 2019

- Send survey to conference attendees by November 4
- Close conference survey after 2 weeks
- Compile survey results and send to Electronic Services Committee to upload to website
- Develop list of all conference costs and breakdown of attendees. Co-chair may need for EC Summer Retreat and/or to provide to finance committee for closing of the books
- Review all bills with site and reconcile all program statements and billings

December 2019

January 2020

February 2020

March 2020