**IASFAA Program Committee Calendar**

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| **July**   * Submit IASFAA Committee Annual Budget Proposal Form to the VP by the end of the month or deadline set during Executive Council Summer Retreat (LINK) * Create calendar for the upcoming year, submit to President by due date set during Executive Council Retreat * Make sure co-chair has access to google folder |
| **August**   * Committee meeting   + Decide on conference theme, slogan if any   + Assign tasks (see planning spreadsheet)   + Decide on meeting time/date, set all zoom appointments   + Discuss session proposals, come up with additional topic areas if needed * Set up in-person site visit at conference site, coordinate with site committee * Attend Executive Council bi-monthly zoom meeting |
| **September**   * Committee meeting   + Discuss survey result takeaways * Submit NASFAA speaker request form * Meet with Site committee to go over food/room costs vs revenue; submit to VP * Send call for sessions proposals |
| **October**   * Committee meeting * Send reminder to collect sessions proposals ahead of in-person meeting * Finalize agenda |
| **November**   * In-person planning meeting at conference hotel   + Brainstorm charity ideas   + Brainstorm entertainment ideas * Hold weekly zoom meetings (approx 30 minutes depending on unfinished tasks)   + Advertise conference (collab with **Communication**)   + Obtain travel plans from special guests |
| **December**   * PowerPoint template out to presenters * Select keynote speaker(s) * Schedule registration testing with **Electronic Services** * Set registration for mid-to-late January or early February * Finalize session topics * Finalize presenters/special guests and collect bios * Request for presenters if needed |
| **January**   * Committee meeting * Schedule meeting with **Site** to go over food costs/registration costs * Continue working through program-related tasks (see spreadsheet) * Early bird registration opens |
| **February**   * Committee meeting * Early bird registration closes * Regular registration opens * Collect session titles and descriptions for program * Hotel block - advertise |
| **March**   * Committee meeting * Menus due * Remind presenters to turn in PPT to **Site** (for uploading to conference computer) & **Electronic Services** (for uploading to the website) - Due: month before conference * Finalize program and confirm logos with **Exhibitor Relations** |
| **April**   * Registration closes * Develop conference schedule for **President** * Spring Conference   + Attend Executive Council In-Person meeting during conference * Post-conference   + Send survey to conference attendees within week of conference   + Close survey after two weeks   + Compile survey results and share with co-chair for discussion at next year’s in-person program meeting   + Develop list of all conference costs and breakdowns of attendees. Co-char may need this for Executive Council 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 (do this with co-chair as well) |
| **May**   * Attend Executive Council bi-monthly zoom meeting * Prepare end-of-year report for upcoming Executive Council Summer Retreat |
| **June**   * Co-chair attends Executive Council Summer Retreat as Chair for 2026-27 |