**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
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| **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
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| **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
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| **October** * Committee meeting
* Send reminder to collect sessions proposals ahead of in-person meeting
* Finalize agenda
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| **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
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| **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
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| **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
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| **February*** Committee meeting
* Early bird registration closes
* Regular registration opens
* Collect session titles and descriptions for program
* Hotel block - advertise
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| **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**
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| **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)
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| **May** * Attend Executive Council bi-monthly zoom meeting
* Prepare end-of-year report for upcoming Executive Council Summer Retreat
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| **June*** Co-chair attends Executive Council Summer Retreat as Chair for 2026-27
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