

January <ul style="list-style-type: none">• Attend Site/ Program initial meeting• Get information on room to send to exhibitor (location, set-up)
February
March <ul style="list-style-type: none">• Email reminders to Associate members• List of exhibitors to put in program
April <ul style="list-style-type: none">• Make sign and gather materials for conference exhibitor room
May <ul style="list-style-type: none">• Prep End of Year report for Executive Council Retreat
June
July <ul style="list-style-type: none">• Executive Council Retreat
August <ul style="list-style-type: none">• Develop new exhibitor registration tiers
September <ul style="list-style-type: none">• Work with Web development team to develop new exhibitor registration form page
October <ul style="list-style-type: none">• Update exhibitor information on website and registration form• Send invitation to exhibitors requesting their presence
November
December