



ANNUAL CONFERENCE PLANNING TIMELINE

New England Chapter of ISA
129 Summer Street | Acton, MA
www.newenglandisa.org

One Year Out

1. Create conference budget Pres./Pres-Elect
2. Secure host hotel President

10 Months Out

1. Identify a utility session contact person Pres./Pres-Elect
2. Identify, contact and secure speakers Pres./Pres-Elect

2 - 3 Months Out

1. Finalize agenda Pres./Pres-Elect
2. Post conference on chapter website Webmaster
3. Mail letters to sponsors Exec. Admin.
4. Advertise conference in green industry Exec. Admin.

1 - 2 Months Out

1. Constant Contact reminder to e-mail list Exec. Admin.
2. Hold Board Meeting at host hotel to review floor plan President
3. Solicit Gold Leaf Award recipients from the Board President
4. Present slate to Board Past President
5. Presidential awards President
6. Order merchandise to be sold at conference Exec. Admin.
7. Order conference give a ways Exec. Admin.
8. Purchase speaker gifts Pres./Pres-Elect
9. Invite student scholarship recipients Secretary
10. Designate Audio Visual support people President
11. Designate conference photographer Pres./Pres-Elect
12. Designate exhibitor set-up contact person State Rep.
13. Designate merchandise sales person Pres./Pres-Elect
14. Assign Board members to introduce speakers Pres./Pres-Elect
15. Request bios, handouts & room nights from speaker VP



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1 Week Out

- | | |
|---|--------------|
| 1. Compile & print list of sponsors for display | Exec. Admin. |
| 2. Create name badges | Exec. Admin. |
| 3. Submit print jobs to printer | Exec. Admin. |
| • agenda | |
| • speaker handouts | |
| • summary of year's accomplishments and events | |
| • evaluation forms | |
| • sponsor list | |
| 4. Purchase tickets for door prizes | Exec. Admin. |

At Conference

- | | |
|------------------------|-----------|
| 1. Solicit door prizes | State Rep |
|------------------------|-----------|

Business Meeting

- | | |
|---|----------------|
| 1. Present Treasurer's Report | Treasurer |
| 2. Present minutes from previous year's meeting | Secretary |
| 3. Present Slate | Past President |

Post Conference

- | | |
|---|------------------|
| 1. Write thank you notes to speakers | Exec. Admin. |
| 2. Write thank you notes to sponsors | Exec. Admin. |
| 3. Compile evaluation forms | VP |
| 4. Complete conference budget w/ actual numbers | Pres./Pres-Elect |
| 5. Photographer submits images to webmaster | |