

General Conference Milestones

18 Months	DOE Conference Approval Request or Exclusion Request prepared and submitted (includes budget estimate and estimated number and cost of DOE participants)
18-12 Months	Hotel Site Selected; contract under negotiation
14 Months	1. All Committees set up (Local, International, Advisory, etc.) 2. Funding Proposal to other funding agencies prepared and submitted 3. SPIRES, CERN, and other conference listings notified of pending conference; must be listed as "Pending DOE Approval" unless DOE approval already received.
14 Months	Web Master determined - Web page setup; work to be done by Web Master determined.
12 Months	1. Initial contacts to session conveners being made and confirmed 2. Determine jobs to be done: a) Computing needs (e-mail center as well as secretariat); b) Proceedings and editors (format, submission instructions, publisher); c) Registration database being prepared (deadline dates for registration and hotel, registration fees, expressions of interest in shuttle bus service and companions' program, payment options, working groups expressions of interest, contact information, etc.); d) Abstract database being prepared (format, instructions, deadlines for receipt); NOTE: All hotel reservation, registration, abstract, and other deadlines should be the same!!!! e) Accommodations (determine hotels and provide instructions for making reservations); f) Transportation (determine what shuttle service will be provided, if any; also provide rental car information and limousine service information); g) Audio visual requirements (determine whether video conferencing, phone conferencing, LCD projectors, and video streaming will be provided; determine format and instructions for same); h) Food and beverage (determine what, where, when, and how); i) Companions' program (determine what, where, when, if any, and costs to companions; don't forget to include transportation costs); j) Social events (determine what, where, when and costs to participants or outside funding agencies); k) Poster sessions (determine what, where, when, and how posters will be produced, and supplies provided); l) Announcements (determine how they will be distributed to participants and other interested parties) m) Scanning (determine if scanning facilities will be needed, and if so, what facilities and equipment will be needed, and how scanning will be organized and handled); n) Meeting space (determine all needs, i.e., registration, travel desk, information desk, secretariat, social function needs, parallel session needs, business meeting needs, scanning facilities, e-mail center space needs, poster session preparation area needs and poster session display area needs, etc.); o) Program development (plenary, parallel, working group, social functions, business meetings, etc.); p) Equipment needs (LCD projectors, speaker phones, plotter for scanners, computers, printers, etc q) Disk space needs for Web site and archiving of files; r) Staffing needs (secretariat, scanners, scientific secretaries, poster preparation staff, transportation staff, tour guides, etc.); s) Tours (determine what, where, when, transportation needed, and tour guides); t) Conference bags (determine if needed, how to be paid for, style, and logo - purchase order must be written at least 10 weeks before meeting); u) Photography requirements (group photo, etc.); v) Support (determine how much and who; be very specific in stating support limits to individuals); w) Foreign visitors (Provide specific instructions to conveners and organizers about sending out invitations to foreign visitors)

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	x) Adjunct meetings (determine before, after, during, and any business lunches or dinners)
	y) Tee shirts (determine if needed, how to be paid for, and at what price to sell them).
	3. Jobs assigned to various members of Local Organizing Committee
	4. Budget codes requested for Fermilab contract funds, registration receipts (foreign and domestic), and funds coming from outside institutions.
10 Months	LOC decisions made regarding:
	1. Computing needs
	2. Poster distribution lists determined
	3. E-mail announcement distribution lists determined
	Action taken by LOC:
	1. First announcement posted to Web
	2. First announcement sent to E-mail distribution lists
	3. Poster preparation begins: poster should include Chairmen, all committees, title, dates, location, topics, web site, contact person, sponsorship - IF NOT YET APPROVED BY DOE, MUST HAVE NOTATION "PENDING DOE APPROVAL." Need up to 700 copies.
	4. Conveners contacted and confirmed
	5. Publishers contacted regarding Proceedings
6 Months	1. Poster mailed to distribution list (611 LBL List of HEP Agencies and Universities; in house elevator distribution; HEP libraries)
	2. Publisher selected and agreement signed by Head of Business Services. (Cannot be done before DOE Approval Received)
5 Months	1. Web site must be updated with information on: sponsorship; location, registration fees and deadlines; tentative agenda; registration on-line database; accommodations reservations (rates and types); transportation (shuttle service, limousine, taxi, car rentals); computer security, laptop registration, contact person; abstracts; proceedings
	2. Chairman to provide initial list of invitees; foreign invitees; those being supported; so that invitations may be sent, Travel Vouchers prepared, and travel arrangements made through Fermilab Travel Office. List to be updated on regular basis.
1-1/2 Months	Final announcement sent to e-mail distribution and posted to web with updated information on revised agenda; social events; arrival information; computer security; laptop registration; and any other meeting details.
1 Month	Registration Deadline - coincides with Hotel reservation deadline and abstract submission deadline (if feasible).
"D" Day	Sessions begin
2 Months After	Proceedings deadline
3 Months After	1. Proceedings manuscript to publisher
	2. Purchase Order for Proceedings placed
Within 9 Months	Final Budget should be prepared!