

Saskatchewan Libraries Conference Planning Committee Timeline

Month	Due	Activity	Responsible
	Fall of 2015	select and contract facility for 2017 conference	Executive Director
MAY	First weekend	CONFERENCE	
	2 weeks after conference	Wrap-up meeting and request post conference committee report	Conference Chair
	2 weeks after conference	Session convenors submit their notes to Website/Social Media Chair for inclusion on conference website	Program and Website/Social Media Chairs
	1 to 2 weeks after conference	obtain transcript from speaker for Mary Donaldson Memorial Keynote Lecture	
	2 weeks after conference	send out post conference surveys to delegates and exhibitors	Conference Chair
	1 to 2 weeks after conference	submit report of conference stats and recommendations to SLA Board and rep to MLB	Conference Chair
	2 weeks after conference	write and send thank you letters to all conference planning committee members	Conference Chair
		Choose a new Conference Planning Committee Chair	SLA Board
	end of May but send as friendly reminders as needed during spring & summer	send message on SLA member list, website, social media to solicit Conference Planning Committee members	Conference Chair
JUNE			
		add members to Basecamp	
		Review & update Mary Donaldson Memorial Keynote Lecture speakers list	Conference committee
	June	Confirm graphic artist to design conference graphic	Conference Chair
	Second week in October	Finalize facility booking requirements and arrange deposit	Conference Chair & ED
		Invitations sent out to VIPs (Minister of Education, Mayor, city councillor liaison for public library, etc.) pages 17 & 22	ED drafts text, invitations signed by President & mailed by b-Creative
JULY			
	ongoing	Review Conference Planning Committee Guidelines for 2016 and ensure that they address issues.	Conference Committee
	July	determine registration program to use for delegates, exhibitors	
	July	Determine conference schedule, presenter fees, and other key items	
	July	Confirm graphic artist to design conference graphic, logo and tagline finalized and ready for branding	Conference committee
AUGUST			
		conference committee provides final conference budget for Board approval	
			Conference committee
			Conference committee
			Conference committee
			Conference Chair & ED
SEPTEMBER			
	end of September	SLA conference websites development and social media plan	
	Last week of September	Confirm Mary Donaldson Memorial Keynote lecture speaker and sign speaker's contract	
		Set early bird and final registration deadlines for delegates & exhibitors (mid March & mid April for both)	Conference committee
		Set deadlines for calls for concurrent session abstracts	Conference committee

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	ongoing until spring	Find source for equipment needed/determine needs, coordinate with Fundraising Chair for in-kind support	
	September	Update Exhibitor Prospectus and Registration forms incl. GST built into the prices (have GST included statement on registration forms)	
		Review list of institutions to send sponsorship letters	
	early December	call for session abstracts posted on SLA member list	b-Creative
	early December	call for session abstracts distributed to provincial and regional associations	
	early December	call for session abstracts uploaded to conference site and social media	
OCTOBER			
	Second week in October	Arrange exhibitor hall set up and take down and have contract signed with tradeshow company (Handy Special Events in Saskatoon & GES in Regina). Map of floorplan should be provided for insert in conference program	
	Second week in October	Finalize venue for Mary Donaldson Memorial Keynote lecture	Conference Chair
		Finalize venue for President's Welcome Reception	
	Second week in October	Confirm Internet connections and electricity in Exhibit Hall with facility	
	Second week in October	Finalize facility booking requirements (meal menus, meeting rooms and exhibit hall)	b-Creative
	ongoing	Mail out personalized sponsor letters to SK regional libraries, Provincial Librarian, chair of MLB	b-Creative
		Request 160 hang tags from Carr McLean	
		Request 160 conference branded tote bags from Colnuck (in-kind sponsor for 2013)	
	Ongoing until submission deadline in early December	Review abstracts submitted and make final selections	Program Chair
NOVEMBER			
		Conference Committee regular meeting	Conference Chair
	before Christmas	Finalize conference Schedule incl. preconference and concurrent sessions	
	ongoing until spring	Investigate tours/transportation costs (if applicable)	
	1-2 weeks after mailout	Follow-up calls to sponsors especially PLLO. They want list of session for providing sponsorship before end of calendar year.	
		List potential sponsors - regular and potential matches to conference schedule -eg sessions/keynote/tours/technical, etc.	
DECEMBER			
	first week in February	Concurrent sessions selected and schedule finalized	Program Chair
JANUARY			
		Conference Committee regular meeting	Conference Committee
	ongoing to end of April	Delegate Registration opens - Registration deadline Early bird - Mid March and final deadline mid April	
	ongoing to end of April	Exhibitor Registrations - SLA office processes payments & sends registrations to b-Creative	Exhibit Chair
		Master list of confirmed exhibitor registrations & sends to Exhibit Chair and Conference Chair	b-Creative
		Exhibitor registration acknowledge by email as received	
		Delegate registrations acknowledged by email as received	
		Review menus for selection for meals and refreshment breaks	
FEBRUARY			
		Conference Committee regular meeting	Conference Chair

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	first week in February	Concurrent sessions selected and schedule finalized and populated on delegate registration form	Program Chair
		delegate registration form distributed to provincial and regional associations	Public Relations Chair, b-Creative
		delegate registration posted on SLA member list, website, social media	Website/Social Media Chair
		Book equipment as needed - screens, projectors, etc	Technical Chair
	first week in February	Send follow-up sponsorship letters esp. PLLO, Saskatoon & Regina public libraries & regional libraries with pre-conference and concurrent sessions schedule	b-Creative
		Volunteer recruitment for session convenors.	Volunteer Chair
		coordinate with b-Creative and ED for staffing registration desk	Volunteer Chair
	Last week in February	post friendly reminder about early bird registration ending in 1 week on SLA member list, website, social media	b-Creative
		design promotional poster for Mary Donaldson Memorial Lecture and send to media outlets (radio, tv, churches, etc.)	
	Last week in February	post friendly reminder about early bird registration ending mid March on SLA member list, website, social media	b-Creative
MARCH			
	first week after exhibitor registration deadline	Assign booth locations (alphabetized by company name unless special requests on registration form) & send to Tradeshow Company. Latter drafts a map	b-Creative
	First week in March	Delegate and exhibitor early bird registration deadline	
		Prepare equipment allocation	Technical Chair
		Volunteer recruitment continues, duties assigned & schedule drafted	Volunteer Chair
		Plan on site sponsor recognition/signage	Public Relations Chair
	beginning	Confirm guest speakers and VIPs to AGM Breakfast	ED, President/Public Relations Chair
	mid March	Exhibitor registraion deadline - early bird rates	ED & b-Creative
	mid March	Delegate registration deadline - early bird rates	ED & b-Creative
APRIL			
	first week in April	first draft of conference program posted online and promoted on members list and social media	
	first week after exhibitor registration deadline	Second and final draft brochure signed off by committee & posted to SLA member list, website, social media	Conference Chair, Website/Social Media Chair, b-Creative & graphic artist
	beginning	Agendas/speaking notes for President Welcome Reception, AGM Breakfast & Sat. Brunch	Program, Social and Chairs & President
		Finalize space requirements and conference schedule with conference venue	Facility and Conference Chairs
	one week before conference starts week in April	generate name tags for delegates, exhibitors, committee members	b-Creative
	second week in April	last Conference Committee regular meeting	
	second week in April	All technical equipment needs finalized	Technical Chair
		Finalize menu selections for meals and refreshment breaks	Social Chair
		Send final numbers for meals/special dietary requirements to conference venue	Social Chair
	last week in April	Second and final draft program pdf posted to SLA member list, website, social media	Conference Chair, Website/Social Media Chair, b-Creative & graphic artist
MAY	First weekend	CONFERENCE	