**NWAV47 Planning Timeline**

**List of committees:**

“exec” = Executive Committee

“abstract” = Abstract Committee

“accomms” = Accommodations Committee

“finance” = Finance Committee

“merch” = Merchandise Committee

“program” = Program Committee

“pubs” = Publishers Liaison

“reg” = Registration Committee

“space” = Space & AV Committee

“social” = Social Events & Food Planning Committee

“website” = Media Communications Committee

**2017**

Summer:

* Pick dates (exec)
* Invite plenary speakers (exec)
* Book rooms (exec, space, social)
	+ Thursday registration space
	+ Thursday workshops (CUNY)
	+ Thursday plenary
	+ Friday registration space
	+ Friday sessions
	+ Friday poster session
	+ Friday student mixer (social)
	+ Saturday registration space
	+ Saturday sessions
	+ Saturday party (social)
	+ Sunday registration space
	+ Sunday sessions

Fall:

* Walk-through event spaces to plan layout (exec, space)
	+ Where-to-put: Food? Publishers? Merchandise?
* Create conference logo and e-mail account (website)
* Create & launch conference website and social media accounts (website)
* Book accommodations for plenary speakers (accomms)
* Book hotel room blocks for attendees (accomms)
* Invite publishers to sponsor (pubs)
* Liaise with publishers concerning display space and needs (pubs, space)
* Book catering for all events and coffee breaks (social)
* Communicate with Cambridge about LVC pricing/bundling (reg)
* Apply for university/external funding (exec)

**2018**

Winter:

* Solicit & decide on workshops (program)
* Book poster easels for poster session (space)
* Book tables for registration, publisher displays (reg, space, pubs)
* Design conference program, look into program app (program)
* Look into booking ASL interpretation (reg)
* Set-up abstract submission & review process in EasyChair (abstract, website)
* Draft call for papers (abstract)

Spring:

* Open abstract submission system (abstract, website)
* Post call for papers on LinguistList, VAR-L (abstract)
* Advertise call for papers on conference website, social media (website)
* Invite reviewers (abstract)
* Design & price merchandise (merch, exec)
* Decide on program/method for registration (reg)

Summer:

* Send reminders re: paper deadline submissions on social media (website)
* Assign abstracts to reviewers (abstract, program)
* Chase reviewers re: review deadline (abstract)
* Accept/reject abstracts (abstract, program, exec)
* Draft acceptance/rejection notifications (abstract)
* Send acceptance/rejection notifications with requests for de-anonymized abstracts and presenter information for program (abstract, program)
* Post basic program schedule (program, website)
* Establish registration fees (reg, finance, website)
* Set up registration and payment site (reg, website, accomms)
	+ Include the following on registration form:
		- Mailing address for LVC subscription
		- Option to request printed program (default: digital)
		- Option to pre-order merchandise
		- Request for ASL interpreting
		- Request for crash space for students
		- Dietary restrictions
* Advertise student travel awards on website, social media (exec, website)

August:

* Announce deadline to confirm participation, submit de-anonymized abstracts for program (abstract, website)
* Chase after authors for de-anonymized abstracts (abstract)
* Design, assemble program and price for printing (program)
* Send student travel award application materials to independent awards committee (abstract, exec)
* Open registration (reg, website)

September:

* Upload program onto website (program, website)
* Advertise program and merchandise on website, social media (merch, website)
* Notify student travel award winners and request brief bios, pictures for program (exec, program)
* Add “Student Travel Award Winners” page to website (website)
* Add “Student Travel Award Winners” page(s) to program (program)
* Liaise with registered attendees to determine which sessions need ASL interpretation (accomms)
* Ask for crash space host volunteers (accomms)
* Ask for conference volunteers (reg)
* Invite session chairs (program)
* Prepare receipts and certificate of attendance for those who need them (reg)
* Develop registration, merchandise protocol for volunteers to follow (reg, merch, finance)
* Organize & obtain registration/merchandise needs (e.g. name tags, receipt books, cash for payments, etc.) (reg, merch)
* Organize tech support (space)
* Order merchandise (merch)

October:

* Order programs, conference folders (reg, program)
* Assemble registration packets (reg)
* Train volunteers on registration, merchandise protocol (reg, merch)
* 19-21st = CONFERENCE TIME! (ALL HANDS ON DECK)