

## CONFERENCE PLANNING SCHEDULE

(Used by The American Association for Adult and Continuing Education)

<b>Prior to Conference</b>	<b>Action Item</b>
6 years	Establish site selection committee
5 years	Ratify site and conference dates
2 years	Appoint conference chair
22 months	Appoint committee chairs, executive committee, and fiscal officer
20 months	Conduct initial executive committee meeting
19 months	Conduct second executive committee meeting
18 months	Schedule executive committee meetings to plan for promotional activities at the conference the year prior to actual conference
13 months	Complete pre-year conference brochure and complete a progress report
12 months	Attend post-conference evaluation meeting at the conference prior to actual conference
11 months	Print conference stationary
10 months	Mail out call for presenters
9 months	Mail out first conference brochure
6 months	Mail out final conference brochure
3 months	Complete the program booklet
2 months	Complete conference staff schedules
1 month	Review conference staff schedule
1 week	Conduct all-conference planning check
Day before	Train conference staff
First Day/7:00 a.m.	Conference staff report for work
<b>After Conference</b>	<b>Action Item</b>
1 month	Complete and distribute conference evaluation report
2 months	Close fiscal books
3 months	Complete and distribute final conference report

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Adapted from Cope, J. L. (1985). Developing a planning process for large conferences. In P. J. Ilsley (Ed.), *Improving conference design and outcomes* (New Directions for Continuing Education, No. 28). San Francisco: Jossey-Bass.