PROPOSED CONFERENCE PLANNING CHART FOR THE ICP

This Flow chart assumes 24 months between Constituent Meetings

TASK	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Conference Site																								
Proposals																							1	
Sign Contract																								
Budget Projections																								
Keynote / Invited Speaker																							_	
Letter/Confirmation																								
Program Schedule																						1		
Sponsors / Exhibitors																								
Recruit Sponsors (2-4)																								
Prospectus / Contracts																								
Social Venue / Electives																								
Web Site Development																								
Email Promotions																								
1 st Flyer / Call for Papers																								
Abstracts Submission Dates																			Oral				Post ers	
Approve																								
Registration Brochure																								
Fee Dates																					Eai	rly		
Newsletter Promotion																								
Program Book Abstracts																								
Bios, Photo																								
Committee Nominees – Mailing (email) to ICP Members																								
Committee Reports- Prepare and email Board Book																								