VMN 2019 Conference Planning Timeline

August 2018	• Notify host chapter of 2019 conference location and dates
October 2018	• Site visit for VMN staff (in-depth look at all facilities) • Interest meeting with host chapter to explain conference committee roles and how the planning works
November 16, 2018	• Conference Planning Committee role commitments sent to Tiffany • Begin process of scheduling January site visit
Mid- to Late- January 2019	• First meeting of 2019 Conference Planning Committee • Site visit with full committee at venue
January – April 2019	• Program team meets virtually, approximately every 3 weeks to build the program.

March 11-15	• Conference website goes live with:
	  a. Dates and location of conference
	  b. Dates registration will open (early and regular)
	  c. Info on how conference volunteers can sign up (Save the Date)
	  d. Photo Contest rules, timeline and info documents
	• Email sent out through VMS with website link

April 8	• Need final budget estimates
April 30	• Program committee sends initial instructor confirmation emails with response requested by May 6

May 6	• Programming and Schedule complete
	• Final budget
	• Add to conference website:
	  a. Lodging info
	  b. Basic agenda
	  c. Registration types and fees

May 20	• Add to Conference website:
	  a. Program info
	  b. Update overall agenda
	• Finalize volunteer roles that will be needed for the conference
	• Send out program to Volunteers prior to sign ups
	• Email sent through VMS alerting everyone to registration fees and to take a look at programing in preparation for registering

May 29	• Open Volunteer sign ups to HMN Chapter
June 24	• Tiff finishes setting up registration • Final list of conference volunteers ready

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June 25	• Registration testing Begins • Email to Volunteer Coordinator with dates for volunteers to register so they can alert list of conference volunteers
July 8 at 12pm – July 19	• Special early registration opens to conference volunteers • Email sent to Volunteer Coordinator with registration link • Email from Volunteer Coordinator to listed volunteers with registration link
July 12	Send reminder email to Conference Volunteers about early registration
July 22 at 4pm	Registration opens, early bird rates apply • Put 'Register Now' button up on website • Send email to ALL through VMS and include the registration link
Early August 2019	• Full Committee Meeting at venue • Final site visit before event
August 3	Send out reminder email that early bird registration closing soon
August 11	Early registration closes, regular rates apply
August 16 (?)	Photo Contest Entry Forms due to Coordinator
August 24	Send out reminder email that registration closes soon
August 28	Final detail confirmations due from instructors, so have for RM meeting
September 1	Registration closes – set RegOnline to auto-close
During week of Sept 3	Risk Management meeting for Field Trip Hosts
September 19	Final Planning Committee meeting
September 20-22	Conference