

AURCO Conference Timeline Program Board

September

Establish meeting times and conference theme

October

Finalize theme and issues for AURCO Business Meeting
Flyers to OATYC Conference (October 20, 2005)
Finalize conference format
Confirm speaker and prepare contract

November

Complete documents/templates for Call for Papers
Complete rubric for paper review
(Adheres to theme, guidelines, clarity, etc.)

December

Have conference web site operational (November 28, 2005)
Test paper-submission process online
Mail/publicize Call for Papers: E-mail, posters, and standard mail notices
to all 23 campuses/liaisons (December 1, 2005)

January

Reminder to campuses regarding Call for Papers (January 6, 2005)

February

Deadline Call for Papers (February 1, 2006)
Conduct review of submissions
Prepare letters for acceptance/rejection
Organize formal conference schedule
Prepare initial media-needs assessment
Contact all presenters via e-mail and hard copy (February 22, 2006)

March

Publicize conference schedule on web site (March 8, 2006)

All building and grounds signage complete (March 30, 2006)

Moderators and room assignments complete (March 30, 2006)

Conference materials (program, folders) complete (March 30, 2006)

April

Conference: Saturday, April 8, 2006