NTNP Conference Timeline

_____ Immediately: Set date and find venue. Unable to coordinate any other details without this information.

_____ Once date is established, announce to members to start helping with sponsors and speakers.

_____ Send to website: SAVE THE DATE ANNOUNCEMENT

_____ 16 wks prior: Order addresses from BNE. Begin finding volunteers for room monitors, assistance, etc.

_____ 12 wks prior: Sponsorship deadlines. Confirm all speakers and ask for slides in order to prepare CE package.

_____ 10 wks prior: Final printing of brochure. (Speakers MUST BE firm).

_____ 8 wks prior: Mail Brochures. Begin Registration. Confirm volunteers.

_____ 6 wks prior: Confirm that all slides and bios have been received and begin work on CE packages for AANP.

_____ 4 wks (1 month) prior: Turn in finalized CE package.

_____ 2 wks prior: Close estimates to hotel. Late registration deadline. Notify volunteers / room monitors of assigned duties.

_____ 1 wk prior: Finalize registration. Begin packets / signage for day of event.

_____ Day before: Prepare hotel the evening before with placement of signs / door signs.

_____ EVENT DAY: Get registration set up early, assure everything is finalized, and HAVE FUN!