



International Association of Operative Millers

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www.iaom.org

IAOM District Meeting and Conference Planning Timeline

As early as possible. If done in advance of current year's meeting, you will have the opportunity to promote at the current meeting.

- Develop and send hotel/venue RFP; conduct site visit
- Confirm hotel, dates, venue
- Request complimentary room in contract for IAOM international officer (official) for duration of meeting
- Decide on deadlines for hotel reservations, speakers, etc.
- Create floor plan for table top exhibit space (if applicable) and begin selling space
- Solicit speakers – actively pursue potential speakers on topics of interest to District
- Send registration form
- Develop budget that includes registrations, food and beverage, audio/visual, meeting room rental (if applicable), sponsorships, projected expo sales (if applicable), etc.
- Start soliciting/confirming sponsorships
- Publish tentative program on IAOM/District web page
- Make hotel information available/room rates/reservation forms, etc.
- Decide on possible companion program or cultural excursions; begin to organize – set “go/no-go date” (by certain date we have to have certain number of people registered to participate or we won't have this program/excursion).
- Begin to collect information on golf course venues for tournament; review contract.

Ongoing

- As information becomes available send updates to IAOM for posting on District web page

>120days

- Confirm all sponsors - Collect sponsor/exhibitor logos (hi-resolution, 300 dpi, .eps or .jpg)
- District officers review presentation applications and confirm all speakers
- Begin to collect speaker presentation information
 - Title and abstract/summary of presentation
 - Email/contact info for program
- Develop registration form and begin online process (send to IAOM to create online registration page linked from district webpage).
- Consider offering complimentary registration to official international officer who plans to attend

60-120 days

- Final speakers confirmed – continue collecting information
- Send downloadable registration form to IAOM (for online registration purchasing set up)
- Follow up with hotel regarding any reservation questions
- Publish updated program – send to IAOM office for publication on district webpage
- Continue with attendee registration
- Continue with table top exhibitor sales

30-60 days

- Confirm and collect all speaker presentation information
- Confirm and collect all table top exhibitor information
 - Complimentary registrant(s)
 - Website address
 - Additional needs for conference – electricity, extra chairs, tables, etc.?
- Follow up with hotel re: any reservation questions
- Continue with attendee registration
- Confirm golf course contract for event. Begin participant registration.
- Continue with exhibitor sales

<30 days

- Finalize and print meeting and conference program and materials
- Confirm hotel counts (date is based on hotel contract)
- Confirm Beverage and Entertainment Orders (BEOs) – room setup, food, audio-visual, etc.
- Collect all speaker PowerPoint presentations
- Finalize all scripts
 - Opening
 - Moderator (w/speaker biographies)
- Cutoff date for hotel reservations should occur in this period (publicize with information about meeting and/or conference)
- Confirm food and beverage for golf tournament
- Continue with registration – meeting and golf tournament
- Develop registrant packets (program, tickets, etc.)
- Process deposit for golf tournament (date is based on contract)
- Final exhibitor sales

<10 days

- Ensure delivery of all meeting and conference materials to meeting site
- Print nametags (color-coded badge holders to define attendee type)
- Print program insert with any last-minute changes
- Review list of registrants – paid/not-paid...create registration procedures for each
- Confirm list of players/teams for golf tournament