

# NCTE

National Council of  
Teachers of English

## CONFERENCE WORK TIMELINE

Prepared by Jacqui Joseph-Biddle, NCTE Convention Director

TIMELINE	Date Completed
<b>14 MONTHS PRIOR TO CONFERENCE</b>	
Select Conference Committee	
Select Conference site and date	
Receive information letter from site	
Prepare a realistic budget	
<b>13 MONTHS PRIOR TO CONFERENCE</b>	
Set tentative theme	
Prepare proposal form that includes school affiliation and a brief annotation for the proposed session for the program booklet	
Set registration fees	
<b>12 MONTHS PRIOR TO CONFERENCE</b>	
Distribute proposal form at this year's conference	
Begin contacting keynote speakers	
<b>9 MONTHS PRIOR TO CONFERENCE</b>	
Select conference sessions	
If no proposals were submitted in some areas of interest, contact possible presenters	
Set conference schedule	
Send confirmations to all speakers	
Arrange for CEU credits	
<b>6 MONTHS PRIOR TO CONFERENCE</b>	
Begin preparing registration brochure, listing information that a teacher can show to a principal to get funding to attend the conference	
Select menus for meal functions	
Determine table decorations	
<b>5 MONTHS PRIOR TO CONFERENCE</b>	
Secure mailing labels	
Determine mail procedures and rates	
Print Conference flier	
<b>4 MONTHS PRIOR TO CONFERENCE</b>	
Distribute conference flier with registration materials included	
Begin a registration file	
Send publicity to the media	

Arrange for entertainment at meals	
<b>3 MONTHS PRIOR TO CONFERENCE</b>	
Secure AV needs from speakers	
Secure introducers for speakers	
Prepare CEU verification forms for conference	
Decide on the final agenda for large meetings and meal functions (Who will introduce, bring greetings, etc.?)	
Begin preparing the printed program using information submitted on the proposal form	
Design meal tickets and name badges	
<b>2 MONTHS PRIOR TO CONFERENCE</b>	
Send AV needs to hotel and AV committee person	
Order flowers for the head table	
Send room set-up forms to the hotel	
Determine head table seating for meals	
Prepare meal(s) programs	
Send preliminary meal guarantee to caterer	
Prepare evaluation forms for conference	
Send reminders to speakers of date, time, and room assignment	
<b>3 WEEKS PRIOR TO CONFERENCE</b>	
Assemble packets for conference	
<b>1 WEEK PRIOR TO CONFERENCE</b>	
Confirm AV equipment	
Confirm room set-ups	
<b>3 DAYS PRIOR TO CONFERENCE</b>	
Give final guarantees to caterer for the number of meals to be served	
<b>CONFERENCE</b>	
Keep a file for all bills that are signed during the Conference	
Relax and enjoy it. You've done everything you could do to make it a success	
<b>AFTER THE CONFERENCE</b>	
Send letters of appreciation to speakers and to those who performed special services	
Assess evaluation forms and give to next year's committee	
Review all bills and pay ASAP	

**Conference Work Timeline**  
Division Director, Communications & Affiliate Services  
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