

MIDWEST ARCHIVES CONFERENCE: SYMPOSIUM TIMELINE

| Deadline | Symposium Organizing Committee |
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| Fall: 2 years prior to meeting | <p>Proposal (using proposal template) solicited and received by MAC Vice President; forwarded on to MAC Council for discussion and approval. Should include suggestions for hotels, local amenities, and potential topics.</p> <p>Co-coordinators invited (representing local arrangements and program) and presented to Council for approval by the Vice President.</p> <p>Work with DMN Communications, Inc. to investigate hotels and present information to MAC Officers and Council. Once the hotel is selected, DMN will negotiate the contract.</p> <p>Hotel contract is reviewed by MAC Officers; once approved, signed by the MAC President.</p> <p>Dates for the meeting are established, and published on the MAC web site and in the MAC newsletter.</p> <p>The coordinators receive meeting manual, sample budgets, timeline and MAC Style Guide from Vice President (also located on the MAC web site).</p> |
| February - March 18 months prior to meeting | <p>Symposium Organizing Committee appointments are completed (to consist of local arrangements and program coordinators, plus 3-5 individuals selected by the coordinators).</p> <p>Program coordinator begins program planning and discussions.</p> <p>Complete individual assignments for local arrangements and program.</p> |
| April - year prior to meeting | <p>Finalize arrangements with local hotels, as needed; any addenda must be approved by the MAC President.</p> |
| May - July year prior to meeting | <p>Symposium Organizing committee meets at the annual MAC meeting, including the MAC VP and MAC Treasurer, as well as any other ex-officios as needed (including the Education Committee Chair, the Public Information Officer (PIO), Vendor Coordinator, Development Officer, etc.).</p> <p>Begin selection and contacting of speakers; determine honoraria and any travel needs. As needed, facilitate discussion by creating e-mail list or wiki for presenters and facilitators.</p> |

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| August – year prior to meeting | <p>Local arrangements: determine rental fees, audiovisual, catering and other costs.</p> <p>Local coordinator begins drafting initial budget for submission to Council in the fall in consultation with the MAC Vice President and Treasurer.</p> |
| Sept. – Oct., year prior to meeting | <p>Complete initial report to Council (including the draft budget). If possible, coordinators should attend the fall Council meeting.</p> <p>Contact Academy of Certified Archivists to obtain continuing education credits—send program schedule. Contact Shelly Croteau, E-mail:shelly.croteau@sos.mo.gov Application form: http://www.certifiedarchivists.org/html/pdf/arcapplication3.pdf</p> <p>Draft brief program description and send to annual meeting LAC co-chairs for inclusion on the last page of the annual meeting program (deadline is early December).</p> |
| Nov. – March – year prior to meeting/ year of meeting | <p>Work with Development Officer and Vendor Relations Coordinator to solicit contributions and donations to offset costs.</p> <p>Continue refining budget in consultation with MAC Vice President and Treasurer.</p> |
| March - May- year of meeting | <p>Prepare written report and budget for Council at the annual meeting outlining general plans. Both coordinators should attend the annual Council meeting to report.</p> <p>Organizing Committee meets at the annual meeting.</p> <p>Organizing Committee recommends registration fees; Council approves: 2006: \$100 (MAC members); \$150 (non-members) 2007: \$100 (MAC members); \$150 (non-members) 2008: \$200 (MAC members); \$250 (non-members); \$150 (students)</p> <p>Draft program text, registration form, images, and maps for flyer to be sent to MAC members.</p> <p>Set pre-registration deadline at least 4 weeks in advance of meeting.</p> <p>Registration: Determine arrangements and contact person.</p> <p>Draft symposium announcement text for any e-mail distribution by PIO or Organizing Committee.</p> |

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| May-June – year of meeting | <p>Call or e-mail University Products about supplying the registration packets (letter or legal sized as needed).</p> <p>Contact: Pat Foster, University Products, Inc., 517 Main St Holyoke, MA 01041 PH 413-532-3372 ext.341 FAX 413-532-9281 mpfoster@universityproducts.com</p> <p>Determine final audiovisual needs of speakers; determine facilitators for small group sessions.</p> |
| May 10 - year of meeting | <p>MAC Newsletter (Deadline, May 10) Write article on the symposium, both program topic, speakers, local arrangements (in conjunction with the PIO and Newsletter Editor).</p> |
| June - (early) – year of meeting | <p>Mail photo to University Products for registration packet: Contact information: Pat Foster (mpfoster@universityproducts.com)</p> |
| June 1 - June 30 | <p>Working with the MAC Webmaster, create MAC Web Page for the meeting. Basic categories include: Organizing Committee membership, hotel information, location information, basic program information, registration information.</p> <p>Finalize program flyer and registration form and send text and images to publications contractor (Aleda Downes) and MAC proofreader (Deb Eisloeffel) by the established deadline (dependent on symposium date and contractor schedule). (2-3 weeks is needed for design and proofreading; 2-3 weeks for printing and sent for mailing, plus pre-registration deadline of at least a month for participants).</p> <p>Any images sent to Aleda should be tiff, eps, jpeg, or even a PDF file. It must be a grayscale image with a resolution of 300 dpi or greater.</p> |
| July 15 | <p>Publications Contractor sends final program copy to the printer.</p> <p>Ask MAC administrator (DMN Communications, Inc) to get mailing labels to mailing service one week after program goes to the printer. If additional flyers are needed for local distribution, please let the administrator know and provide local contact address.</p> |
| July | <p>Confirm with University Products the date the registration packets are to arrive (at least two weeks prior to the meeting).</p> |

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| August | <p>Printed flyer/registration form should be “in the mail” depending on the date of the symposium.</p> <p>Local coordinator prepares final budget for the meeting, in consultation with the treasurer, to be submitted to Council for approval no later than mid-August.</p> |
| August 10 | <p>MAC September <u>Newsletter</u> deadline. Write article primarily describing program, highlighting any local information not done previously in the June newsletter issue (in conjunction with PIO).</p> |
| Mid - August | <p>Coordinate any vendor arrangements with the Vendor Coordinator and site location.</p> <p>Compose A/V needs list and communicate that in writing to the site location.</p> <p>Finalize plans for food events at the site location (include Thursday arrangements for MAC Council meeting).</p> |
| Mid Sept- Oct. | <p>Local arrangements (after Pre-registration deadline):</p> <p>Working with the site location, make final meeting room assignments for all presentations, groups, and activities (based on pre-registration results).</p> <p>For creating program packets:</p> <ul style="list-style-type: none"> • Produce name tags and receipts for registrants, as well as non-registered program speakers. • Compile one-page pocket program as needed for registration packets (include ALL activities and room locations, contact information). • Create list of meeting attendees for registration packet • Print list of program changes or corrections for registration packet • Print list of any vendors supporting the symposium for registration packet • Print corporate sponsor list for program packet • Include a floor plan/layout of the meeting rooms in the registration packet <p>As needed, assign local arrangements monitors to each session. They should arrive early to make sure room set-up is correct and all A/V equipment is working.</p> <p>Assist instructors in distribution of any information and readings prior to the symposium.</p> |

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| One week before meeting | <p>Local arrangements: Stuff program packets, including pocket programs, restaurant listings, meeting evaluation, listing of vendors and sponsors, maps, pens, coupons, and any other items.</p> <p>If you need to send (or deliver) boxes of registration material to arrive the day before the meeting, contact the site location to make sure they will store them in a secure place and have them available at the registration area early Friday morning.</p> <p>Option: Make reservations for restaurant tours on Friday evening and provide sign-up sheets and information for symposium participants.</p> |
| Monday before the meeting | <p>Give the site location final attendance counts for all food functions.</p> <p>Program: Create certificates of completion for those registered, to be given out at the end of the symposium.</p> |
| During Meeting | <p>Option: Host opening reception the night before (Thursday evening) as opportunity for symposium participants to meet each other, and pick up registration packets.</p> <p>Local arrangements: Staff Registration Table. Answer questions; provide assistance and directions, as needed. Ensure signage for all events. Monitor sessions and A/V needs. Give Treasurer any remaining registration checks and cash; Local Coordinator and Treasurer finalize any final payments.</p> <p>Program: Count attendees and take note of general reactions to presentations. Collect symposium evaluations and include comments and assessment numbers as part of the final report.</p> |
| Post-meeting | <p>Write final report and budget for Council. Send copy to Vice President for distribution to Council and to coordinators of the upcoming meeting committees for their immediate use and to entire Symposium Organizing Committee for any needed follow up.</p> <p>Write thank you letters to all program participants and committee members.</p> <p>Transfer documentation to MAC Archives and for inclusion on the MAC web site.</p> |