**APPENDIX A**

**Timeline for organizing**
**The IASNR Conference 2024 and Beyond**

* June/July - First notice about IASNR Conference in the coming year
* September - First call for organized session proposals
	+ All of the organized session and panel session submissions are uploaded directly to the IASNR Conference website. All submissions can be viewed and edited through an administrative account or through Excel exports.
	+ Jessica Hill reviews the submissions as they come in and makes sure the session chairs have recruited enough papers for their sessions (and followed directions).
* October/November - Notices released for membership renewal and conference events
	+ The IASNR Secretary will request a short “blurb” from the conference organizers to promote the IASNR Conference in the newsletter. This is a good time to identify highlights of the meeting and establish reminders for deadlines.
	+ Second notice of IASNR Conference and reminder for session submission released later that month, along with the first call for abstracts (abstracts due Feb 15)
	+ Abstract submissions are uploaded the same way as organized session and panel session submissions. Each abstract can be viewed online or within an Excel export. Jessica Hill can also export this information to PDF or Word documents.
* November - Deadline for organized session proposals
	+ After the deadline passes, Jessica Hill sends an export of the submissions for the session proposals (PDF, Word, and or Excel files) to organizers or the reviewers, as well as keeps track of which sessions still need to be reviewed.
	+ Decision notifications are sent to session proposal chairs based on the recommendation of the reviewers. Some session chairs are requested to make revisions, and they engage with Jessica Hill to provide updates on their progress.
* November/December - First abstract reminder
* January - Abstract reminders and deadlines
	+ Reminders are distributed early in the month, and reminders are distributed thereafter. The final abstract deadline is typically February 15th.
	+ Abstract submissions are compiled the same way as session proposals. The IASNR Conference host makes a recommendation for reviewers on a random basis (e.g., person A reviews abstracts 1-15, person B 16-30) or according to subject matter. If the abstracts are assigned at random, the IASNR Conference host provides a list of abstract reviewers and Jessica Hill assigns each of them to abstracts, sends out the abstracts for review, keeps track of the reviewed abstracts, and sends out reminders to those who have not provided their comments. A weekly or bi-weekly report (depending on preference) is sent out so hosts are aware of the reviewing progress. Any abstracts sent back as “rejects” are sent out to hosts for the final review.
	+ Deadline for field trip liability insurance. If insurance is not purchased, field trips will be cancelled.
* February - Meeting registration notice and notice of early bird deadline in May
	+ When registration opens, all events (e.g., Young Professionals, Student Forum), field trips, and add-ons (e.g., parking, shuttle) need to be established. There is a significant drop in attendance when items are added after registration.
	+ All events and field trips should be advertised.
	+ Based on the recommendation of the reviewers, decision notifications are sent by Jessica Hill to the abstract authors by March 15th.
	+ Some authors are requested to make revisions; Jessica Hill sends reviewer comments if necessary and works with authors to revise their submissions.
* March - Registration notices
	+ Second notice is sent early in the month and the third notice is sent in the middle of the month.
	+ Deadline reminder for presenters to register sent at the end of the month.
* April – Deadlines
	+ Early bird registration deadline is at the beginning of the month. Jessica Hill sends hosts a list of people who did not register by the deadline. All individuals are typically emailed three times before their paper is dropped.
	+ Preliminary program released on May 1st. After the abstract deadline passes, Jessica Hill audits the abstracts to make sure the papers that belong to organized sessions are correctly linked. If a paper is linked to an organized session that was not included in the original proposal, she emails the session chair to see if they want to keep the paper or move it to another session. She then pulls all of the organized session abstracts out and builds the first two days of concurrent sessions. Typically, the first two days of the IASNR Conference are organized sessions and panel sessions. The remaining concurrent sessions include independent oral sessions. Her schedule for the organized sessions is mostly a recommendation and can be moved around as needed. This is done to offset the burden of building the session schedule.
	+ Session chairs for independent oral sessions are recruited in the middle of the month. Sessions are reviewed and longstanding members first is referenced first. Then, the first presenters are asked until each session has a chair.
* May - Final program is released and printed
	+ Final program released on June 1st. In the notification of the final program, Silent Auction is highlighted and attendees are asked to bring items.
	+ Final guest counts are provided to caterers. Conservative estimates are initially provided and that number increases as attendees register. Most companies will only increase counts, not decrease. Deadlines are set by the catering company.
	+ Final program is posted 1-2 days before the conference to avoid a lengthy program addendum. Paper drops inevitably occur before the IASNR Conference. Deadlines for the printing press should be considered.
	+ After conference, an email should be sent detailing conference information and business meeting info. This distributes information to members who were unable to attend the IASNR Conference and/or Business Meeting). This is also an opportunity to thank attendees.

Additional Notes:

* For IASNR Conference communication: Jessica Hill has templates for all IASNR Conference announcements. A few days prior to a mass email, she sends out the draft for hosts to edit and approve. Messages will not be sent without host approval. If additional emails need to be sent, Jessica will format the messages.
* IASNR Conference website: The website is managed by the IASNR Office. Contact Jessica for updates and/or adding content to the website.
* IASNR Conference social media: All of the content in mass emails is posted on the Twitter page (and linked from the website). The Facebook page is updated by the IASNR Secretary using the posts from the website. Hosts are recommended to regularly make Twitter posts (bi-weekly for example) highlighting meeting or something interesting in the local area. The Twitter username and password can be given to hosts if needed.
* All of the IASNR Conference funds are collected through the IASNR Conference PayPal account. Frequency of reported on funds collected should be discussed. Reports can be shared via Excel, Word, of PDF.
* Hosts are encouraged to provide a digital version of the program and print only programs that are specifically requested as paper copies.