

Time (months from Event)	Activity		Progress Reports		
	Task (Milestones in Bold)	Task Status	Designation	Deliverables	Report Status
-42	Submit conference Proposal to G-I TCC				
-41					
-40					
-39					
-38	G-I TCC approves Proposal				
-37					
-36					
-35					
-34	Submit Plan and Budget to G-I Staff for negotiation with ASCE and External Managers				
-33					
-32	G-I Staff finalizes negotiations with ASCE for a) Right of First Refusal for ASCE to manage conference or b) Legal Agreements for external management				
-31					
-30	G-I Approves ASCE/External-Manager agreements		Quarterly-30	Management and Co-Sponsorship Agreements	
-29					
-28	Submit Organizing Committee Roster (with tasks/roles)				
-27			Quarterly-27	Organizing Comm. Roster	
-26	Finalize Location and sign Facilities Contracts				
-25					
-24	Launch web site (operational for announcement at G-I function) Direct email "Call for Abstracts"		Quarterly-24	Web Site Address; "Call for Abstracts"	
-23					
-22					
-21	Finalize negotiations with Publisher		Quarterly-21	Publisher Agreement	
-20					
-19					
-18	Abstracts due		Quarterly-18	List of Abstracts	
-17	Compile list of Abstracts organized by session				
-16	Send Abstract acceptance letters				
-15			Quarterly-15	Updated Abstract list; Abstract acceptance letter	
-14	Send acceptance letters for 1) Short courses, 2) Keynote Speakers, 3) Field trips				
-13	Update Web Site with Information about Abstracts Mail exhibit invitations (including scope of activities)				
-12	Mail cards announcing detailed program on Web Site Send letters to vendors to verify all arrangements (especially AV)		Quarterly-12	Updated Web Site; Exhibitor Mail List; Web Site Mail Card	
-11					
-10	Papers due				
-9	Compile list of Papers and review assignments		Quarterly-9	Paper List	
-8	Update Web site with preliminary Program				
-7	Return Paper reviews to authors				
-6	Directly mail preliminary Program and post on Web Site Finalize exhibition details		Quarterly-6	Preliminary Program; Paper Review Status	
-5			Monthly-5	Exhibition Details	
-4	Final paper manuscripts due		Monthly-4	Finalized Paper List	
-3	Send conference reminder cards Update Web Site Send final manuscripts to Publisher		Monthly-3	Updated Web Site; Reminder Card	
-2	Recheck all facilities		Monthly-2		
-1			Monthly-1		
0	Execute				
1					
2	Submit final conference budget		Post+2	Final Budget	
3					
4	Submit final conference report		Post+4	Final Report	