

Meeting Organizer Handbook: Making It Happen

Putting a meeting together is just a matter of making a rough outline and gradually filling in the details. The final details are often decided on the spot during the meeting. Here is a timeline of decisions and actions which will lead to a well-organized meeting:

Timeline for Meeting Planning

Lead time	Activity/Decision	Who is Responsible
2 years	Select Site	Vice Chair
1 year	Confirm site, local host, and dates	Committee
	Select Brouwer Awardee	BASC and Committee
	Program Committee formed	DDA Committee
9 months	Make list of possible invited speakers	Program Committee
8 months	Begin issuing invitations	Chair
6 months	Issue First Meeting Announcement	Secretary
4 months	Call for Abstracts and early Registration	Secretary
2 months	Abstract and early Registration deadlines	
6 weeks	Assemble meeting program and select session chairs	Program Committee
4 weeks	Issue preliminary program	Secretary
2 weeks	Late abstracts deadline	
0	Issue final program	Secretary

[Return to Meeting Organizer Handbook](#) [1]

Source URL: <https://dda.aas.org/meetings/handbook/making-it-happen>

Links

[1] <https://dda.aas.org/meetings/handbook>