



2018 Key Dates

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| 1 | Thursday, October 19 | Advance registration open |
| 2 | Wednesday, November 1 | Distribution of Call for Session Proposals |
| 3 | January | Local Planning Chair (LPC) starts organizing local committee to discuss preconference tours, regional programming, artwork, conference themes, local support, and other activities related to local arrangements. ATALM staff identifies members for the National Planning Council (NPC), including past participants and regional representation. Local Planning Committee provides input, NPC members recruited. |
| 4 | Thursday, February 1 | Session Proposals due |
| 5 | Friday, February 9 | Program Committee receives and scores proposals |
| 6 | Friday, February 16 | Program Committee return scores to ATALM, along with notes regarding possible changes to programs, suggestions for other sessions to ensure a balanced program. |
| 7 | February 20-28 | ATALM staff compiles scores, contacts presenters with suggestions from the committee; holds teleconferences with the Program Committee subgroups; establishes a preliminary program. |
| 8 | Wednesday, February 28 | Program Committee conducts final review and editing of program book. |
| 9 | Monday, March 12 | Contracts sent to presenters, notices sent to sessions not accepted. |
| 10 | Friday, March 30 | Program book is updated based on presenter input. |
| 11 | April | ATALM staff travels to Minnesota for meeting with LPC/NPC and conduct site visits to preconference tour locations. |
| 12 | Monday, April 16 | Ads must be submitted for inclusion in the preliminary program book |
| 13 | Friday, April 28 | Final edits sent to program book editors |
| 14 | Tuesday, May 1 | Preliminary program released to members, presenters, and advance registration holders, giving them a two week priority. |
| 15 | Tuesday, May 16 | Registration opens for general public, \$300 for members, \$325 for non-members |
| 16 | Friday, June 1 | Scholarship applications due |
| 17 | Thursday, June 7 | Scholarship Committee reviews applications |
| 18 | Thursday, June 21 | Scholarship Committee returns scores to ATALM for ranking |
| 19 | Wednesday, June 27 | Scholarship contracts released with link to the preliminary program |

20	Friday, June 29	Guardian Award Nomination Deadline
21	Friday, July 13	All scholars must be registered
22	Friday, July 20	Guardian Awards Announced
23	Wednesday, August 1	All presenters must be registered
24	Wednesday, August 1	Early bird registration ends, registration increases by \$50
25	Wednesday, August 15	Ads must be submitted for inclusion the final printed program
26	Friday, August 31	Raffle prize information must be submitted to be included in the printed program
27	Friday, August 31	Final edits on program submitted by editorial committee and proof reading committee
28	Wed., September 12	Scholars must submit travel confirmations
29	Wed., September 12	Group rate ends at hotel
30	Friday, September 14	Program book to printer
31	Saturday, October 6	Conference Prep
32	Sunday, October 7	Conference Prep (continues on the 8th)
33	Monday, October 8	Grantee Meetings and Summits
34	Tuesday, October 9	Preconference tours and workshops
35	Tuesday, October 9	Poster presenters produce posters, must be in place by 8 AM on Wednesday
36	Tuesday, October 9	Exhibitor load in at Noon
37	Wednesday, October 10	Opening Ceremony, Guardian Awards Luncheon
38	Thursday, October 11	Honoring Luncheon, Closing Ceremony
39	Thursday, October 11	Exhibitors break down at 6 PM