



2019 Key Dates

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| 1 | Monday, December 3 | Advance registration open |
| 2 | Monday, December 3 | 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 | Friday, February 1 | Session Proposals due |
| 5 | Monday, February 11 | Program Committee receives and scores proposals |
| 6 | Tuesday, February 19 | 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 | Friday, March 1 | Program Committee conducts final review and editing of program book. |
| 9 | Monday, March 11 | Contracts sent to presenters, notices sent to sessions not accepted. |
| 10 | Friday, March 29 | Program book is updated based on presenter input. |
| 11 | April | ATALM staff travels to California for meeting with LPC/NPC and conduct site visits to preconference tour locations. |
| 12 | Monday, April 15 | Ads must be submitted for inclusion in the preliminary program book |
| 13 | Tuesday, April 23 | Final edits sent to program book editors |
| 14 | Wednesday, May 1 | Preliminary program released to members, presenters, and advance registration holders, giving them a two week priority. |
| 15 | Wednesday, May 15 | Registration opens for general public, \$300 for members, \$325 for non-members |
| 16 | Friday, June 28 | Guardian Award Nomination Deadline |

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| 17 | Friday, July 19 | Guardian Awards Announced |
| 18 | Thursday, August 1 | All presenters must be registered |
| 19 | Thursday, August 1 | Early bird registration ends, registration increases by \$100 |
| 20 | Thursday, August 15 | Ads must be submitted for inclusion the final printed program |
| 21 | Friday, August 30 | Raffle prize information must be submitted to be included in the printed program |
| 22 | Friday, August 30 | Final edits on program submitted by editorial committee and proof reading committee |
| 23 | Tuesday, September 10 | Group rate ends at hotel |
| 24 | Friday, September 13 | Program book to printer |
| 25 | Saturday, October 5 | Conference Prep |
| 26 | Sunday, October 6 | Conference Prep (continues on the 7th) |
| 27 | Monday, October 7 | Grantee Meetings and Summits (Optional) |
| 28 | Tuesday, October 8 | Preconference tours and workshops |
| 29 | Tuesday, October 8 | Poster presenters produce posters, must be in place by 8 AM on Wednesday |
| 30 | Tuesday, October 8 | Exhibitor load in at Noon |
| 31 | Wednesday, October 9 | Opening Ceremony, Guardian Awards Luncheon |
| 32 | Thursday, October 10 | Honoring Luncheon, Closing Ceremony |
| 33 | Thursday, October 10 | Exhibitors break down at 6 PM |