

Making it Happen: An Organizer's Timeline

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Soon

- Make Reservations:
 - Housing
 - Parking
 - Venue
- Scheduling: (repeat until stable)
 - Draft/revise agenda
 - Check content with UVa
 - Invite speakers
- Reach out to potential funders

Soon After That

- Create applications
- Publicize event
- Arrange for food:
 - 2 Dinners
 - 3 Luncheons
 - 2 Breakfasts (dining cards?)
 - Beverages
 - Snacks

April

- Create attendee information form
 - Arrange for accessibility, dietary needs
- Select attendees
- Inform attendees of honorarium, times
- Encourage not-selected attendees to re-apply

May

- Invite visitors
 - Deans, admissions, etc.
- Confirm reservations
- (Invited organizers) attend NCWIT Summit
- Order NCWIT handouts
- Confirm schedule times with speakers
- Orient speakers

June

- Work with Cathy Brawner on evaluation form
 - She needs your schedule
 - May include custom Qs
- (Invited organizers) attend UVa Tapestry
- Ensure attendees not surprised
- Confirm food reservations and deliveries
- Tell UVa which honorarium checks to provide

Workshop Itself

- Last-minute reminders comfort some people
- Other (see handout)

After Workshop

- Update website with resources, links
 - See also <http://cstapestry.wikidot.com>
- Next spring: distribute follow-up survey
 - Keeping in touch makes this easier...

Qs?