NVON CONFERENCE TIMELINE

State _____ **Date** _____

Location: _____

Theme: _____

3 Years Prior to Conference

- ☐ **January**– Conference Chair shall be appointed by the Host State Organization and name and contact information sent to NVON President by December 1st for approval
- ☐ **February** - Conference Chair shall use NVON Annual Conference Bid Information Form and send Conference Site Selection recommendations for sites, dates and hotel selection and rates to NVON President by May 1st to seek Executive Committee approval. (Submit a minimum of 2 recommendations)

2 Years Prior to Conference

- ☐ **July -** Conference Chair shall announce date and location at Board Meeting and Business Meeting
- ☐ **August -** Conference Chair shall send Conference Theme to NVON President by August 1st to seek Executive Committee approval. (When upcoming conference falls into a new President's term – theme is due as soon as President-Elect's theme is announced)
- ☐ **September** - Conference Chair shall research tours, speakers and entertainment
- ☐ **October** - Conference Chair shall use NVON Annual Conference Budget Planner and send NVON President a budget based on past conference records by October 1st

1 Years Prior to Conference

- ☐ **July** - Conference Chair shall give update at Board Meeting and extend a short invitation/skit at Business Meeting
- ☐ **August** - Conference Chair shall send Conference Schedule to NVON President (President -Elect when applicable) that include tours, speakers and entertainment by August 1st for approval
- ☐ **August -** Conference Workshop/Seminar Chair shall begin work on securing workshops and seminars
- ☐ **September -** Conference Chair shall send NVON President a Conference Schedule Draft to preview and be presented at CWC NVON Meeting by September 15th
- ☐ **October -** Conference Chair shall use NVON Annual Conference Budget Planner to send NVON President (President -Elect when applicable) an updated budget based on immediate past conference records by October 1st
- ☐ **November** - Conference Chair shall finalize tours, speakers and entertainment
- ☐ **November -** Conference Workshop/Seminar Chair shall send Conference Chair Workshop/Seminar information with descriptions for Conference Registration

- ☐ **December -** Conference Chair shall send Registration Form, Registration Information, Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON President (President -Elect when applicable) by December 1st for approval

Present Conference

- ☐ **January -** NVON President shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Editor by January 1st for VISION
- ☐ **January -** NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Webmaster the date it is sent to printer for website
- ☐ **February -** Conference Chair shall send NVON President the names of the Conference Committee for Conference Program by February 1st
- ☐ **February -** Conference Chair shall send NVON President the names of the persons issuing the Welcome and Greetings at the Opening Session by February 1st
- ☐ **March -** Conference Chair shall send NVON President the names of two (2) responsible people to serve as Pages during Business Meeting and General Session by March 1st
- ☐ **March -** Conference Chair shall send NVON President room assignments for Conference Program by March 1st
- ☐ **May -** NVON President shall send a draft of Conference Program to Conference Chair for review.
- ☐ **June -** NVON President shall send agenda of annual conference (Conference Program) to NVON Board, Advisor and Editor at least thirty (30) days prior to conference.
- ☐ **July -** Conference Workshop/Seminar Chair shall send Workshop/Seminar presenters number attending their session and room location
- ☐ **September**- Conference Chair shall complete the NVON Annual Conference Post Summary and send post summary with final conference expense sheet to NVON President within sixty 60 days of close of conference. Proceeds realized by Conference shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the host state. Proceeds due to NVON should be submitted to NVON Treasurer within sixty 60 days of close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%) being paid by the Host State.
- ☐ **September**- NVON President shall use the NVON Conference Post Summary to update NVON Annual Conference Budget Planner and send to all Conference Chairs by September 30th