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| **TASK** | **DATE** |
| Website: Phase I English went Live [Taylor] | Jan 2 |
| Team Meeting: January [Luann] | Jan 21 |
| Website: Phase II [Taylor] | Jan 31 – Mar 18 |
| Temp Requests & Description Updates: Due to [Naadia] | Feb 10 |
| Team Meeting: February [Luann] | Feb 18 |
| Vendor Certificates of Insurance: Due to [Molly] | Feb 28 |
| PRIORITY REG OPEN: Special member categories only [Kristal] | Mar 3 - 16 |
| VIP Housing Forms: Due to [Phyllis] | Mar 9 |
| Catering: Due to [Anne] | Mar 11 |
| Site: Temp Agencies [Laura Good] | Mid- March |
| Security: Due to [Kirsten] | Mar 15 |
| Uniform Orders: Due to [Naadia] | Mar 15 |
| MP March Rehearsals [Jess, Sheila, Jeff] | Mar 16-19 |
| **REGISTRATION & HOUSING OPENS FOR EVERYONE: For everyone including Agency Managers (except Aspirants) [Kristal]** | **Mar 17** |
| Website: Phase III [Taylor] | Mar 18 - June |
| Break Slides or 1m All Content Deadline: Due to [Taylor] | Mar 21 |
| Team Meeting: March [Luann] | Mar 24 |
| Murphy Sign Copy: Due to [Molly] | Mar 27 |
| Staff Air Flights: Due to [Naadia] | Mar 31 |
| REGISTRATION Open to Aspirants [Kristal] | Mar 31 |
| Staff Attending the Meeting with Assignment List Distributed to Directors [Jeanne] | End of March |
| Session Room Calculations & Assignments [Jeff, Michael, Col, Val, Lu] | Week of April 1 |
| Cash Banks & Safety Deposit Box Requests to Hotel [Pat] | Apr 1 |
| Murphy Signs:  Copy to MarCom for Review [Molly] | Apr 3 |
| Site: Final Staff/Vendor Site with Freeman Deco, AV & CSI + Valet Interviews [Luann] | Apr 6 - 9 |
| Team Meeting: April (1st of 2 mtgs this month) [Luann] | Apr 7 |
| Deco Signage (Session, Directional)/Banners: Staff Copy Final to MarCom [Lauren] | Apr 13 |
| REG: SI Language Request Deadline [Erica] | Apr 13 |
| Badge Order: Due to [Naadia] | Apr 15 |
| Interpretation Language Request Deadline: Due to [Erica] | Apr 16 |
| Pre-Printed Packet List: Due to [Vickie Lekan] | Apr 17 |
| Murphy Sign Orders to Vendor:  [Molly] | Apr 17 |
| Ribbons List: Due to [Kristal] | Apr 19 |
| Specs: Deadline to Make Print Book Due to 10:00 a.m. [Luann] | Apr 20 |
| Team Meeting: April (2nd of 2 this month) [Luann] | Apr 21 |
| Deco Signage (Session, Directional)/Banners: MarCom all copy Corp ID Copy Approved [Lauren] | Apr 24 |
| REG-Advance Reg Fee Ends: 995 USD Deadline Apr 27 (11:59pm CST) [Kristal] | Apr 27 |
| REG-General Registration Fee Increase Begins: 1095 USD from April 28 – May 18 (11:59pm CST) [Kristal] | Apr 28 – May 18 |
| Specs:  Book Mail Date (30 days out 1st load-in) [Luann] | Apr 30 |
| Video/PPT/Multimedia Content: Final Due [Jeff] | May 1 |
| Deco Signage (Session, Directional)/Banners: Graphics Approved-Production to Begin [Lauren] | May 1 |
| Housing:  Cut-off (online reservations-based on availability) [Phyllis] | May 1 |
| Team Meeting: May (1st of 2 this month – Presentations Start) [Luann] | May 5 |
| Specs: Dropbox Upload #1 [Luann] | May 5 |
| REG: Pre-Paid Ticketed Events Non-Refundable After [Kristal] | May 6 |
| REG: 100% Refund Deadline (less USD 100) [Kristal] | May 6 |
| REG: 50% Refund Deadline (less USD 100) [Kristal] | May 7 – 21 |
| REG-Visa Denial Full Refund Deadline: [Kristal] | May 8 |
| Specs: Change Round Deadline Due 12 Noon to [Luann] | May 11 |
| Supply Orders: (Using the ATM to place order, no preprinted forms) Due to [Austin] | May 13 |
| Team Meeting: \*LAST ONE\* May (2nd of 2 – Presentations Conclude + HR Packets Dist) [Luann] | May 19 |
| REG Fee Increase: On-Site Reg Fee increase to USD 1195 [Kristal] –based on availability | May 19 - After |
| Murphy Signs Delivered to MDRT-Proofing [Molly] | May 21 |
| Specs: Change Round Distribution [Luann] | May 21 |
| REG No Refunds: Beginning May 22 and Thereafter [Kristal] | May 22 - After |
| Shipment: Orders from Outside Vendors Needing to be Shipped to AM [Austin] | May 22 |
| Specs: Dropbox Upload #2 (Changes) [Luann] | May 22 |
| Memorial Day – Office Closed | May 25 |
| Housing:  No Changes Can Be Made Due to Processing [Phyllis] | May 25 - 28 |
| Run Down Distribution [Luann] | May 27 |
| Shipment: Ship Out Date  [Austin] | May 28 |
| Cash Bank Requests: Due to [Mark] | May 29 |
| Insurance Items: Due to [Mark] | May 29 |
| Housing:  Changes/Cancellations Made Direct to Hotels [Phyllis] | May 29 thru check-in |
| 1st Staff Leave for Mtg [Luann] | June 2 |
| **ANNUAL MEETING** | **June 7-10** |