

2020 ANNUAL MEETING – KEY TARGET DATES (AS OF: 2.11.20)

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
<b>REGISTRATION &amp; HOUSING OPENS FOR EVERYONE: For everyone including Agency Managers (except Aspirants) [Kristal]</b>	<b>Mar 17</b>
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 (1 <sup>st</sup> 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 (2 <sup>nd</sup> of 2 this month) [Luann]	Apr 21

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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 1 <sup>st</sup> 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 (1 <sup>st</sup> 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 (2 <sup>nd</sup> 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
1 <sup>st</sup> Staff Leave for Mtg [Luann]	June 2
<b>ANNUAL MEETING</b>	<b>June 7-10</b>