

UCF CCIE CONFERENCE/EVENT PLANNING TIMELINE/PROTOCOL

This timeline is designed to assist Faculty and Staff of UCF's College of Community Innovation and Education plan for meetings, workshops, and conferences. The list below indicates general tasks associated with most events however may not cover every possible scenario as each event is unique. For specific questions regarding your event, please contact Sandra McCall at CCIEEvents@ucf.edu

All tasks, unless specified, are the responsibility of the Faculty Lead (FL) organizing the event

***EL – Events Liaison (CCIE Facilities)**

1-year +

- Identify event date
- Confirm with Department Chair
 - Develop events team to assist with planning, proposal review, and event support. Include department administrative support for budget and contract processes
- Contact CCIE Events to confirm dates available
- Reserve space
- Recruit keynote/process keynote contract with department
 - Allow time to process contract through General Counsel
- Recruit presenters
 - If accepting proposals, Events Liaison (EL) is available to assist with building Qualtrics process. FL is responsible for providing details including process and timeline for acceptance, technology/equipment information for presenters and poster presentations, and registration instructions for presenters
- Develop proposal review process with team
 - EL: Provide access to FL and identified team to monitor proposals and create reports
- Invite Chair, Dean, and other University/College leadership

8-12 months +

- Submit event details to EL to develop Eventbrite registration page
- EL – Open registration upon FL approval
 - Provide FL and identified team with access to monitor registration and create reports
 - Create tickets for offline registrations (purchase orders, checks, etc.)
- Implement marketing plan
 - EL has flyer and program templates for college events, if needed
 - Submit details to Communications for College Newsletter
- If applicable: Begin rolling proposal review process

- If applicable: Monitor proposal submissions
- Adjust marketing as needed to maximize proposal submissions
- Monitor registration
- EL – send monthly registration updates

4-6 months +

- Close proposal process
- Invite all accepted presenters/set deadline for registration
- Begin to build program
- Monitor registrations – follow up on outstanding registrations
- Register all featured/invited presenters
- Work with department to confirm all Keynote paperwork finalized
- Provide details to EL to add featured presenters/invited guests (if appropriate) to Eventbrite and Qualtrics
- Consult with EL for information and logistic resources, including:
 - Catering
 - Building access
 - Conference set-up
 - Parking
 - Volunteer needs
 - Registration process
 - Signage – outdoor signage requires University permit
 - Promo materials
 - Presenter and keynote contact/schedule

3-4 months +

- Finalize presenters
 - Provide presenters with letters of acceptance and presentation details (address/time/etc.)
- Create and post program to event site
- Confirm all VIP invites (Chair, Dean, etc.)
- EL: Provide final list of reserved rooms/times (for rooms in ED Complex only)

2-Months +

- Finalize catering, parking, housekeeping, signage, setup, breakdown, order signage and supplies, etc.
- Establish committee POC for building access and volunteer needs
 - If using MIRC or other card-swipe access rooms, work with CCIE Facilities to ensure access available
- Make final tweaks to program
 - Review final program for room accuracy
 - Update program on event site, if applicable

- Send any additional information to presenters with instructions
 - Specify details for poster presenters (set up instructions)
- Monitor attendee registrations
 - Adjust marketing to maximize attendance

1-Month+

- Final Marketing push (registration closes 2 weeks pre-event)
- Send out communication to all attendees, presenters and poster presenters with parking, schedule, check in, etc.
 - EL is available to send information out to all participants via Eventbrite only
- Confirm volunteer assignments
- Work with department to purchase any additional supplies
 - Name badges (if needed)
 - Design conference/event certificates (if applicable)
- Finalize evaluation survey and protocol for distribution

2-weeks+

- Confirm catering based on number of registrants
- Continue to monitor registration
- Final presenter reminders (Agenda)
- Confirm with Keynote schedule (transportation on site, presentation, travel, other activities)
- If applicable, finalize schedule at a glance
- EL: Confirm room accuracy
- Create interior signage, including registration and room signage

1-Week+

- Finalize catering
- Send out Conference information to attendees – parking, directions, etc.
 - EL is available to send information out to all participants via Eventbrite only
- Print out schedule at a glance

Day before Event

(For Education complex buildings only if space reserved for set up pre-event)

- Set up registration area
- Set up signage – indoor and outdoor
 - Facilities team available to assist with outdoor signage with prior approval (note that the University only allows pre-approved signage in certain areas of campus – contact Facilities for additional details)
- ENJOY!

Day of Event

- Arrive early to set up registration, open buildings, and greet guests
- Dispose of all garbage and food at end of each day

- Lock rooms/buildings (if required)

End of Event

- Clean and remove conference supplies
- Remove all signage from indoors and outdoors (save outdoor signage for recurring events – approval is required to reuse signage)
- Return all spaces to correct configurations (furniture should not be moved without approval)

Two Days Post-Event

- Email thank you notes to presenters and VIP guests
- Send out event certificates, if applicable
- Email program evaluations – EL available to email via Eventbrite
- Reconcile all outstanding registration payments (purchase orders, etc.)
- Reconcile all PRF's with department
- Eventbrite checks are typically mailed 2 weeks post event
- Monitor all honorarium payments – usually sent 4-6 weeks post event to recipients