

TYPICAL time flow for WELL, assuming an in-person event at the beginning of March

April~May (about 1 year in advance)

- Choose dates for WELL
- Make preliminary reservation with NWEAC

May (11 months in advance)

- Meet to review feedback from previous WELL
- Choose a theme and share ideas for possible invited speakers
- Make a schedule for the call proposals, vetting/planning, registration

May through July (up to 9 months in advance)

- Checking out possible speakers
- Announcing theme via web page and mail
- Making web forms for proposal submission
- General publicity

August to October (up to 5 months in advance)

- Opening call for proposals
- Confirming invited speakers

October through early November

- Meet to review all proposals
- Make preliminary program schedule
- Collect missing information/confirm information of presenters
- Preliminary planning work to be done in February and on-site

Late November or early December

- Preliminary program information announced on web site
- Registration is opened on web site

Mid-January

- Basic registration is closed

Mid-January to mid-February

- Confirmation with NWEAC of number of attendees, classroom and meeting room reservations
- Contacting on-site volunteers about duties
- Planning of WELL played
- Printing of program and name tags

Late February

- Room allotments given to us by NWEAC; with this, we can make room assignments
- Email sent to participants with info about NWEAC, transportation, etc.
- Shopping for supplies