



## Task checklist for organizers

✓	Deadline	Action	Page
	Ongoing	Verify that the information posted at <a href="http://www.congress2018.ca/associations">www.congress2018.ca/associations</a> is correct	
	October 13, 2017	Submit Association Signing Authority Form	12
	October 13, 2017	Submit Association Conference Fees Form	15
	October 27, 2017	Send your association membership mailing list to <a href="mailto:organizers@ideas-idees.ca">organizers@ideas-idees.ca</a>	34
	November 10, 2017	Request rooms for conference spaces	18
	November 17, 2017	Submit Association Conference Details Form	30
	December 1, 2017	Apply for funding from the International Keynote Speaker Support Fund	12
	January 26, 2018	Apply for funding from the Aid for Interdisciplinary Sessions Fund	13
	February 16, 2018	Submit Association Greeting Table Form	22
	February 23, 2018	Review room allocations (allocations viewable as of February 12)	18
	February 23, 2018	Submit Complimentary Pass Form	17
	March 2, 2018	Submit Open Event Listing Form	31
	March 9, 2018	Submit Hire an Association Assistant Form	23
	March 16, 2018	Submit preliminary conference program (PDF)	32
	March 16, 2018	Submit Open Event Listing Change Form (if applicable)	31
	April 6, 2018	Request audio-visual equipment (start as of February 26)	20
	April 6, 2018	Request furnishings and specialized room setup (start as of February 26)	19
	April 6, 2018	Request catering orders (start as of February 26)	21
	April 20, 2018	Submit final conference program (PDF)	32
	May 11, 2018	Confirm event orders from university for all meeting rooms	19-22
	July 13, 2018	Submit report for International Keynote Speaker Support Fund and Aid for Interdisciplinary Sessions Fund	12-14
	Summer 2018	Review Congress 2018 invoices	12