Timeline for Event Organization
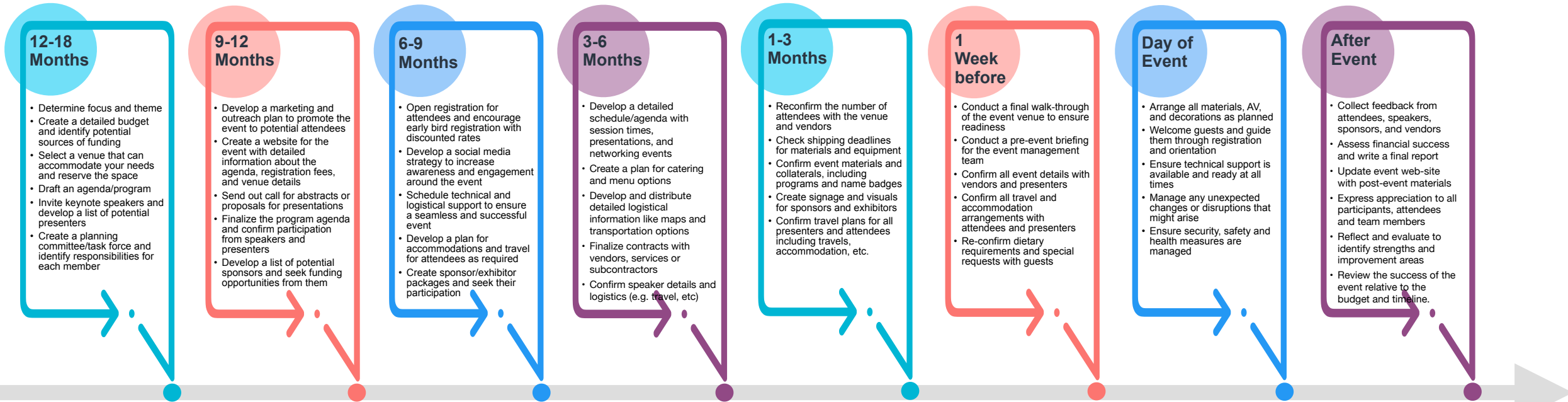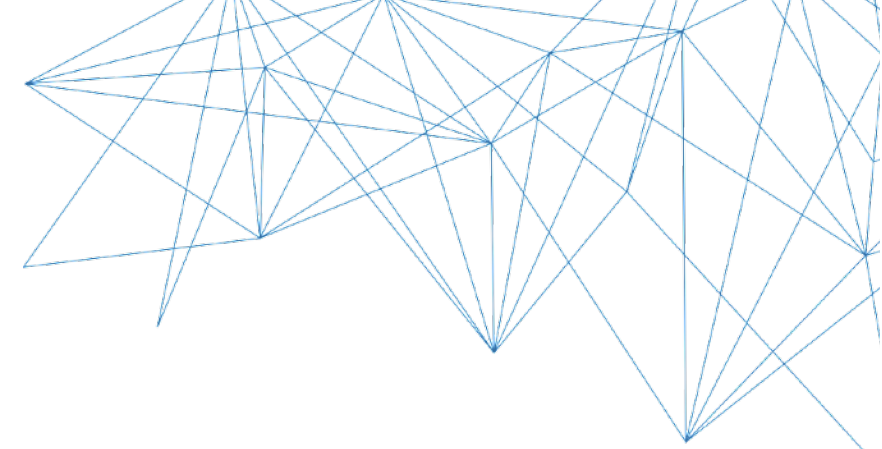
12-18 Months
- Determine focus and theme
- Create a detailed budget and identify potential sources of funding
- Select a venue that can accommodate your needs and reserve the space
- Draft an agenda/program
- Invite keynote speakers and develop a list of potential presenters
- Create a planning committee/task force and identify responsibilities for each member

9-12 Months
- Develop a marketing and outreach plan to promote the event to potential attendees
- Create a website for the event with detailed information about the agenda, registration fees, and venue details
- Send out call for abstracts or proposals for presentations
- Finalize the program agenda and confirm participation from speakers and presenters
- Develop a list of potential sponsors and seek funding opportunities from them

6-9 Months
- Open registration for attendees and encourage early bird registration with discounted rates
- Develop a social media strategy to increase awareness and engagement around the event
- Schedule technical and logistical support to ensure a seamless and successful event
- Develop a plan for accommodations and travel for attendees as required
- Create sponsor/exhibitor packages and seek their participation

3-6 Months
- Develop a detailed schedule/agenda with session times, presentations, and networking events
- Check shipping deadlines for materials and equipment
- Create a plan for catering and menu options
- Develop and distribute detailed logistical information like maps and transportation options
- Finalize contracts with vendors, services or subcontractors
- Confirm speaker details and logistics (e.g. travel, etc)

1-3 Months
- Reconfirm the number of attendees with the venue and vendors
- Check shipping deadlines for materials and equipment
- Confirm event materials and collaterals, including programs and name badges
- Create signage and visuals for sponsors and exhibitors
- Confirm travel plans for all presenters and attendees including travels, accommodation, etc.

1 Week before
- Conduct a final walk-through of the event venue to ensure readiness
- Conduct a pre-event briefing for the event management team
- Confirm all event details with vendors and presenters
- Confirm all travel and accommodation arrangements with attendees and presenters
- Re-confirm dietary requirements and special requests with guests

Day of Event
- Arrange all materials, AV, and decorations as planned
- Welcome guests and guide them through registration and orientation
- Ensure technical support is available and ready at all times
- Manage any unexpected changes or disruptions that might arise
- Ensure security, safety and health measures are managed

After Event
- Collect feedback from attendees, speakers, sponsors, and vendors
- Assess financial success and write a final report
- Update event web-site with post-event materials
- Express appreciation to all participants, attendees and team members
- Reflect and evaluate to identify strengths and improvement areas
- Review the success of the event relative to the budget and timeline.

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