

DEADLINES FOR 2023 REGIONAL CONFERENCE PLANNERS

2022 (1 YEAR PRIOR TO CONFERENCE)

by January 27:

_____ Under President's leadership, the Chapter Board selects the dates & location of the Regional Conference.

by February 10:

_____ President appoints Program & Composition Chairs, Local Arrangements Host, & Program Book Editor.

by April 14:

_____ President appoints Program Committee members (in consultation with Program Chair).

by May 5:

_____ Program Committee compiles & issues Call for Program Participation (effort led by Program Chair).

_____ Score Review Committee compiles & issues Call for Scores (effort led by Composition Chair).

_____ Program Chair sends all Calls to CMS Executive Office for posting on the conference website.

_____ Program Chair sends Call announcement to CMS Executive Office for distribution to membership.

_____ President secures Keynote Speaker.

by June 30:

_____ Chapter Board develops & approves budget for the conference.

by July 7:

_____ President communicates with Program Chair regarding approved budget expenses for the conference.

by August 11:

_____ Program Chair sends submission reminder message to CMS Executive Office for distribution.

_____ Program Chair communicates with Local Arrangements Host regarding catering/refreshment details.

September 8:

_____ Submission Deadline for all Calls.

by September 15:

_____ Program Committee & Score Review Committee begin review of proposal submissions.

_____ Local Arrangements Host negotiates with hotels &/or universities for special hotel/dormitory rates.

_____ Program Chair confirms registration form details with CMS Executive Office for online posting (e.g., meal add-ons, tickets for special events, special dietary requests, etc...).

September 22–24: 2022 CMS National Conference

November 10:

_____ Deadline for Program Committee & Score Review Committee to complete initial ratings.

November 14:

_____ Deadline for Program Committee & Score Review Committee to finalize program selections.

_____ Composition Chair provides Program Chair with list of selected scores.

_____ Program Chair sends list of all selected presentations & compositions to CMS Executive Office.

_____ Local Arrangements Host provides Program Chair with campus map, driving directions & parking instructions.

_____ Program Chair sends lodging & travel details to CMS Executive Office for online posting.

November 17:

_____ Program Chair notifies all proposers & composers of acceptance/non-acceptance.

_____ Composition Chair communicates with Program Chair regarding composers' equipment needs.

_____ Program Chair compiles master list of equipment & A/V needs.

_____ Program Chair informs Local Arrangements Host of conference space & equipment needs.

by November 22:

_____ Program Chair invites delegates from the host campus to greet conference attendees (chair/dean).

_____ Local Arrangements Host confirms use of all conference event space.

December 15:

_____ Registration Deadline for all presenters, collaborators, panelists, composers.

_____ Program Chair ensures that all accepted proposers have registered for the conference.

2023 (YEAR OF THE CONFERENCE)

by January 5:

_____ Under leadership of Program Chair, Program Committee assembles the conference schedule.

_____ Program Chair forwards preliminary conference schedule to CMS Executive Office for online posting.

_____ Composition Chair communicates with composers regarding rehearsal & concert details.

_____ Program Committee recruits presiders.

_____ Local Arrangements Host arranges for equipment & A/V.

_____ Local Arrangements Host arranges for catering/refreshments.

6 Weeks Prior to the Conference:

- _____ Program Chair sends final conference schedule to CMS Executive Office for online posting.
- _____ Program Chair sends complete program information to Program Book Editor.
- _____ Program Book Editor edits program book items for content & length.
- _____ Program Book Editor designs & assembles the conference program book.
- _____ Program Book Editor arranges for printing & delivery of the conference program book.
- _____ Program Chair, Local Arrangements Host, & Chapter Treasurer develop on-site registration form/plan.
- _____ Local Arrangements Host recruits volunteers for on-site conference operation.
- _____ Under leadership of Program Chair, Program Committee creates post-conference survey & forwards to CMS Executive Office (optional).

1 Month Prior to the Conference:

- _____ Program Book Editor sends final conference program book to printer.

3 Weeks Prior to the Conference:

- _____ Online registration closes (late fees apply after this deadline).

2 Weeks Prior to the Conference:

- _____ CMS Executive Office Chapter sends Treasurer honoraria checks for keynote speakers.
- _____ Program Chair prints name badges for all registrants, invited guests, & performers.

During the Week of the Conference:

- _____ Printer delivers program books.
- _____ Local Arrangements Host creates a practice room sign-up sheet for registration desk.
- _____ Local Arrangements Host obtains needed materials for on-site registration.
- _____ Local Arrangements Host establishes announcement board for display in registration area.
- _____ Chapter Treasurer obtains completed W-9 forms from chapter award winners (if applicable).

AFTER THE CONFERENCE

by 2 Weeks Following the Conference:

- _____ Program Chair sends messages of appreciation to presenters, composers, committee members, volunteers, and others who contributed to the success of the event.

by 1 Month Following the Conference:

- _____ Program Chair collects survey results from CMS Executive Office & forwards to Chapter President (if applicable).