

## Timeline for Hosting National ESP Conference in 2018

### Now-Spring 2017—

- Think about possible tour locations for 2-3 pre-conference tours. A committee has already met with the Manhattan Convention and Visitor's Bureau to brainstorm these for the conference proposal.
- Consider where the opening event should be held. The Flint Hills Discovery Center has been suggested.
- Brainstorm ideas for 3 conference speakers. There is approximately \$3000 in the conference budget for this.
- Begin to think about fund raising. We aren't required to do a ton, but up to \$5000 would be nice.

### May/June 2017—

- President-elect and ESP executive director make a site visit to Manhattan to get a lay of the land.
- Our chapter will have the opportunity to pitch our ideas for the conference.
- Conference logo needs to be ready
- Conference theme suggestions should be ready
- Sub-committee chairs need to be identified and will have the opportunity to attend site visit meeting.

### Between Site Visit and Fall National ESP Conference—

- Firm up arrangements for tours, speakers, etc.
- Plan conference roll-out promo to be presented at the National Meeting in North Carolina

### Fall 2017-March 2018—

- Planning meetings begin in earnest
- Firm budget developed for approval by national board at their spring meeting

### Late Spring/Early Summer—

- Conference registration opens
- Final details for conference come together