

# Co-Host the AIPG National Conference

Do you want to work with HQ to Co-Host the National Conference?

Year(s)  
Before



## Location, Location, Location

- Determine the Best Location to Hold the Conference

Year  
Before



## Let's Get Started

- HQ will Schedule a Committee Planning Meeting
- Decide on a Theme or Title
- Brainstorm Field Trips
- Work on Call for Abstract Subjects
- Develop a Short Description for Website
- Create a Logo
- Identify Potential Sponsors/Exhibitors

## Going Public

Dec



- Finalize the Call for Abstract Subjects
- Open the Call for Abstracts Online Submittal
- Write a Welcome or Ad to Attend the Conference
- Save-the-Date
- Identify Potential Sponsors/Exhibitors

## Bring the Details Together

Jan



- Finalize all Field Trips
  - Date
  - Time
  - Leader
  - Description
  - Special Instructions or Fees
  - Guidebooks
- Finalize High Level Schedule of Events
- Prepare for TPG

## Abstracts and Presentations

May

- Review Abstracts for Approval and Edits
- Place Abstracts in Schedule/Sessions
- Identify Potential Sponsors/Exhibitors

## Enjoy the Conference!

Sept

FINISH LINE!



June-  
Sept



- Write a Welcome for the Printed Program
- Participate in Conference Calls
- Contact Potential Sponsors/Exhibitors
- Identify Moderators & Keynote Speakers