To Do Four Months before Proposal Submission Deadline:

- Email conference chairs to set up a meeting to tweak submission/review process
- Add dates of Proposal Submission Deadline, Date of Conference and Presentation Submission Deadline on the calendar

To Do on Proposal Submission Deadline:

- Email conference organizers to confirm deadline
- Delete the “Proposal Submission” in the introduction using <magic ignore>
- Uncheck “Submit” button option in the configuration page

To Do Two Weeks Before Conference:

- Change submission form for presentation submission
- Create flyer for submission
- Discuss submission deadline for presentations with conference organizers

To Do Day Before Conference for POSTED Schedules:

- Revert the site to pending if NO presentations have been added
- If the presenters need to see full presentations during conference, revert AFTER conference

To Do after Presentation Submission Deadline for POSTED Schedules:

- Ask representative to unhide the site
- Unhide the site on the configuration page
- Post by reentering the original URLs
- Update site

To Do after Presentation Submission Deadline for ALL Schedules:

- Add time, date, and location to the metadata; correct any formatting errors
- Post submissions listed in the program
- Withdraw submissions not listed in the program; Do NOT notify presenters
- Check schedule on site for time/date errors
- Email presenters by collecting email addresses from batch revision Excel