General Timeline for Events Planning Committee

CCOE = Center for Continuing Education & Outreach Education
Patrick Dwyer (2-8377)

FALL ACADEMIC GRAND ROUNDS
1. Chair & President: Dinner with speaker (previous night)
2. Coordinate with CCOE
3. Final Invoice from CCOE

SPRING SYMPOSIUM
1. Reserve & Confirm Rooms for symposium & MEG meeting
2. Coordinate with CCOE
3. Finalize planning
   • Travel plan/hotel
   • Breakfast
   • Video taping
   • Media/photography
   • Invitation letters to Dr. Owen & Dean of host campus
4. Dec: Contact CCOE for CME and ask for a budget proposal
5. Dec: Prepare Budget for approval by Guild President

1. Oct: Identify topic & speaker for Spring Symposium
2. Dec: Contact CCOE for CME and ask for a budget proposal
3. Dec: Finalize topic & speaker
4. Dec: Reserve Auditorium and MEG meeting room
5. Dec: Coordinate with CCOE
6. Jan: Dinner with speaker (previous night)
7. Finalize planning
   • Travel plan/hotel
   • Breakfast
   • Video taping
   • Media/photography
   • Invitation letters to Dr. Owen & Dean of host campus

1. Finalize topic & speaker
2. Contact CCOE for CME and ask for a budget proposal
3. Prepare Budget for approval by Guild President

Identify topic & speaker for Fall Academic Grand Rounds

1. Reserve Auditorium and MEG meeting room
2. Coordinate with CCOE

1. University Day Date
2. Host Campus
3. Confirm with speaker

1. Finalize planning
   • Speaker travel plan/hotel
   • Breakfast
   • Video taping
   • Media/photography
   • Invitation letters to Dr. Owen/Dean of host campus
   • Flyer

Identify topic & speaker for Fall Academic Grand Rounds