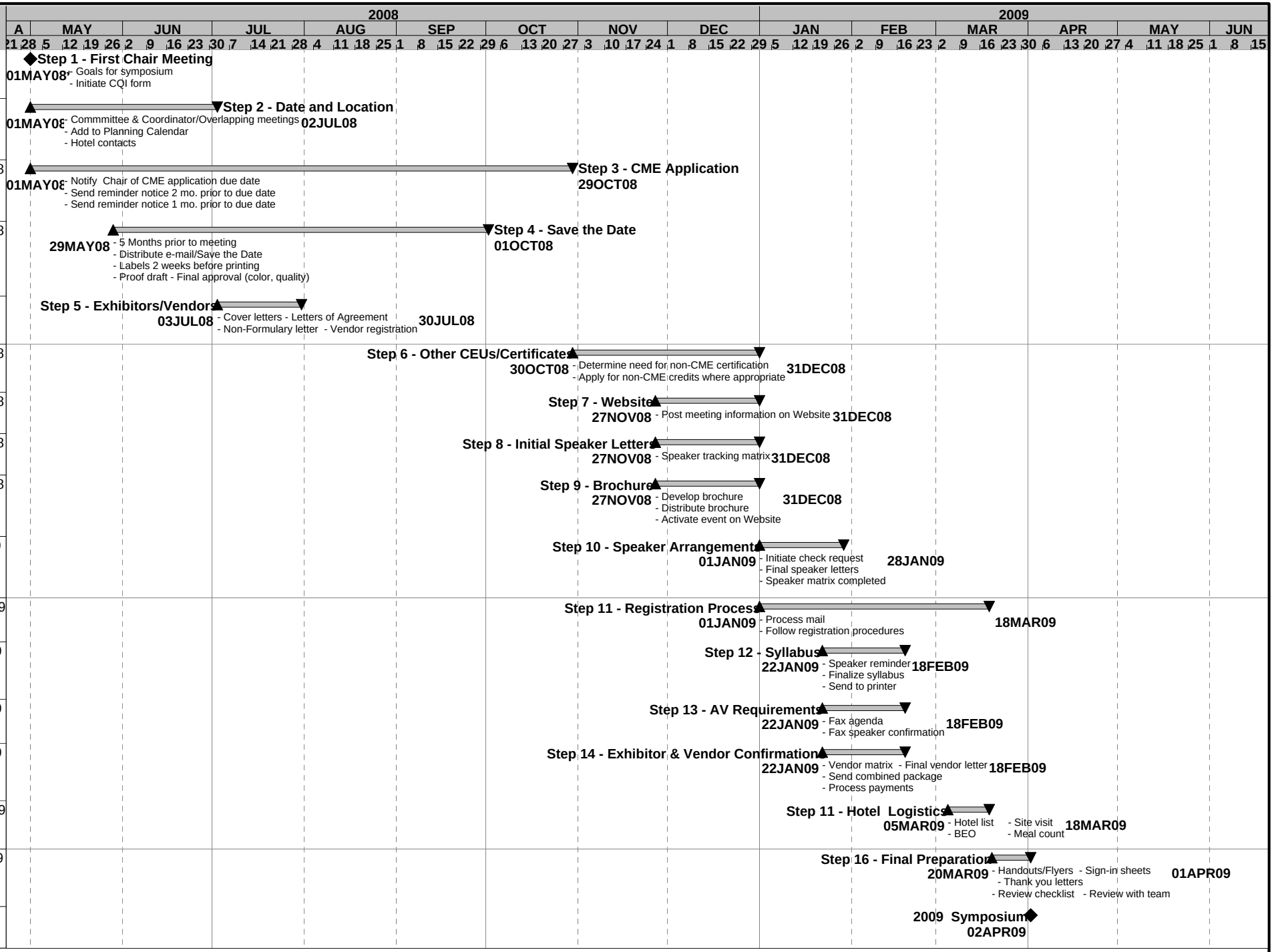
Early Start	Early Finish	
01MAY08		**Step 1 - First Chair Meeting** 01MAY08 - Goals for symposium - Initiate CQI form
01MAY08	02JUL08	**Step 2 - Date and Location** 01MAY08 - Commmittee & Coordinator/Overlapping meetings - Add to Planning Calendar - Hotel contacts 02JUL08
01MAY08	29OCT08	**Step 3 - CME Application** 01MAY08 - Notify Chair of CME application due date - Send reminder notice 2 mo. prior to due date - Send reminder notice 1 mo. prior to due date 29OCT08
29MAY08	01OCT08	**Step 4 - Save the Date** 29MAY08 - 5 Months prior to meeting - Distribute e-mail/Save the Date - Labels 2 weeks before printing - Proof draft - Final approval (color, quality) 01OCT08
03JUL08	30JUL08	**Step 5 - Exhibitors/Vendors** 03JUL08 - Cover letters - Letters of Agreement - Non-Formulary letter - Vendor registration 30JUL08
30OCT08	31DEC08	**Step 6 - Other CEUs/Certificates** 30OCT08 - Determine need for non-CME certification - Apply for non-CME credits where appropriate 31DEC08
27NOV08	31DEC08	**Step 7 - Website** 27NOV08 - Post meeting information on Website 31DEC08
27NOV08	31DEC08	**Step 8 - Initial Speaker Letters** 27NOV08 - Speaker tracking matrix 31DEC08
27NOV08	31DEC08	**Step 9 - Brochure** 27NOV08 - Develop brochure - Distribute brochure - Activate event on Website 31DEC08
01JAN09	28JAN09	**Step 10 - Speaker Arrangements** 01JAN09 - Initiate check request - Final speaker letters - Speaker matrix completed 28JAN09
01JAN09	18MAR09	**Step 11 - Registration Process** 01JAN09 - Process mail - Follow registration procedures 18MAR09
22JAN09	18FEB09	**Step 12 - Syllabus** 22JAN09 - Speaker reminder - Finalize syllabus - Send to printer 18FEB09
22JAN09	18FEB09	**Step 13 - AV Requirements** 22JAN09 - Fax agenda - Fax speaker confirmation 18FEB09
22JAN09	18FEB09	**Step 14 - Exhibitor & Vendor Confirmation** 22JAN09 - Vendor matrix - Final vendor letter - Send combined package - Process payments 18FEB09
05MAR09	18MAR09	**Step 11 - Hotel Logistics** 05MAR09 - Hotel list - BEO - Site visit - Meal count 18MAR09
20MAR09	01APR09	**Step 16 - Final Preparation** 20MAR09 - Handouts/Flyers - Sign-in sheets - Thank you letters - Review checklist - Review with team 01APR09
02APR09		**2009 Symposium** 02APR09



Start Date	19JUL04
Finish Date	01APR09

Template - Symposium
Date
Location

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