Satellite Meeting Planning At- A- Glance

January - June

- Discovery Stage- choose points of contact, possible dates, locations, themes, types of meeting, identify needs, start designing marketing materials, choose keynotes and special guests, and create a budget for your meeting.
- **June 30th- Section Budget Due**

July

- Collect all information in order to **fill out the Meeting Planning Form.**
- Includes: Point of Contact, Registration info, dates, venues, vendor needs, submission portal information, etc.

August

- **August 15th Deadline for Meeting Planning Form submission**
- Virtual meetings with AAA Staff to discuss portals, venue sourcing, and other details

August- November

- Hotel and Vendor Sourcing, dates finalized, meeting advertised
- Registration Portal finalized
- Submission Portal Prepared, launched and submissions processed

October

- Advertise meeting
- Registration Ready to go Live
- Consider performing a site visit

October- Satellite Meeting

- Finalize vendors, plans, and legal obligations are met
- Create paraphernalia (programs, badges, signage, etc)
- Finalize Program , timelines, extra events, and troubleshoot

Satellite Meeting

- Meeting takes place!