

Conference Stakeholder Planning Deadlines (3.3.08)	2008 Dates
January <i>MO INFO</i> , including theme announcement and Conference Arrangements Committee (CAC) list	12/15/2007
Executive Board Meeting - CC report	2/13/2008
March <i>MO INFO</i> , including planning report	2/15/2008
Stakeholders Planning Meeting	2/29/2008
Program/Event Request Form sent to absent Stakeholders	3/3/2008
Exhibitor Prospectus/Application Mailing	4/11/2008
Program/Event Request Form due to CC	4/11/2008
May <i>MO INFO</i> , including planning report	4/15/2008
Stakeholders' Session Approval Meeting	5/16/2008
Executive Board Meeting - Preliminary Schedule and Budget Approval	5/30/2008
Speaker Contract Mailing	6/13/2008
July <i>MO INFO</i> , including Prelim Schedule and Pre-Reg Details	6/15/2008
Postcard Reminder to Exhibitors	6/30/2008
Pre-Registration Form and Preliminary Schedule posted on molib.org	7/15/2008
Executive Board Meeting - CC report	7/25/2008
Poster Session Application due to Chair	7/31/2008
Table Talk Application due to Chair	7/31/2008
Exhibitor Cancellation/Refund Deadline	7/31/2008
Early Bird Exhibitor Rate Deadline	7/31/2008
September <i>MO INFO</i> , including planning report and event promotions	8/15/2008
Exhibitor Contract and Booth Assignment Mailing	8/15/2008
Donation, Underwriting, and Sponsorship Complete	9/1/2008
Program goes to Printer	9/1/2008
Pre-Registration Deadline	9/5/2008
Hotel Reservation Deadline	9/5/2008
Bags Stuffed	9/26/2008
Pre-Conferences	9/30/2008
Golf Tournament	10/1/2008
Pre-Conferences	10/1/2008
Trade Show	10/1-2/2008
Conference	10/1-3/2008
Executive Board Meeting - CC report	10/3/2008
November <i>MO INFO</i> , including event evaluation, debriefing, and thank yous	10/15/2008
CAC and Stakeholder Debriefing Meeting	11/7/2008
Executive Board Meeting - CC report	11/21/2008
Stakeholders	
Newsletter Submission Schedule	
Exhibitors	
Program and Budget	
Drop Deadlines	
Executive Board Meetings	