

Meeting Planning Timeline	Date Completed
18-12 Months	
Construct a planning committee for the agenda (minimum of 2 people)	
Rough idea of agenda, number of talks, workshops, etc	
Construct a budget	
Determine need for meeting, target audience, and feasibility	

Check for room rental fees and available dates	
Food guarantees(breakfast, break, lunches)	
12-9 Months	
Apply for CME sponsorship and learn sponsorship guidelines and requirements.	
Set agenda and faculty	
Create brochure, save-the-date, or another advertisements and submit to the CME office for review and approval before printing	
Develop registration forms	
Begin Commercial support grant applications	
9-6 Months	
Begin advertising. Email, webpage, community organizations...	
6-3 Months	
Make all speaker arrangements	
Begin designing program agenda/syllabus	