Planning Timeline

- **March**: WEF provides Hosts a list of date options – begins 1 year out from event.
- **By April 30**: Date selection to be approved by Host Board.
- **May - June**: Monthly WEFMAX Conference Calls begin.
- **July**: Host City & facility to be identified by Host.
- **Aug - Sept**: Host to look at venues for social functions.
- **Oct**: Host to present at WEFTEC Leadership Day; WEF sends Survey to MA Leaders on Topic Suggestions for WEFMAX.
- **Nov**: Host to finalize facility contract; WEF to review contract; Host to sign & send copy to WEF.
- **Dec**: WEF develops web info - Host reviews & adds to the information.
- **Jan - May**: WEFMAX Online Registration opens.

**Weekly Timeline**

- **1. WEFMAX Weekly email sent every Wed.**
- **2. WEF develops program & prints badges**
- **3. Host sends welcome message**
- **4. Host to invoice WEF within 1 month after event**

**Event Timeline**

- **Finalize logistics; Host to assign all session scribes, timekeepers, mic helpers & assign a Moderator for the Host session (3 months out)**

**Conference Calls**

- Host to attend HOD WEFMAX Meeting held at WEFTEC.
- 1. Social event venues to be identified by Host.
- 2. Host to decide on their Host Topic
- 4 Session Topics to be selected from the survey sent out; Each Host session to be identified.