



## 2011 AM/PIC Timeline



### 2010

#### April

- Spring Workshop and Planning Session (**April 14 - 16**)
- Show promotional video to KACAA membership.
- Committees meet.

#### July

- Committee Reports and Final Budgets Due to Richard (**July 1**)
- NACAA AM/PIC Tulsa, OK (**July 11 - 15**)
  - All Committee Chairs "shadow" committee chairs from Oklahoma.
  - Hospitality Room
  - Trade Show Booth -- Work with Overland Park Convention & Visitors Bureau.
  - Invitation extended during Annual Banquet and promotional video shown.
  - Progress Report to NACAA Board (**July 16**)
- Budget reviewed by budget committee and returned for revisions if needed.

#### August

- Kansas 2011 AM/PIC website functional and linked to NACAA website.
- Committee Chair meeting. (***Date will be announced later***)

#### September

- Distribute promotional video to state Presidents and invitation to NACAA membership by email.
- 4<sup>th</sup> deposit of \$5,000 due to Convention Center (**September 15**).

#### October

- Annual Conference (October 18 - 21) -- KACAA Annual Business Meeting
- Final budget due to NACAA (**October 30**).

#### November

- Committee reports due for NACAA Winter Board Meeting.
- Article submissions for January 2011 issue of the County Agent magazine are due on or before November 20. Mail date is December 20.

#### December

- NACAA Winter Board Meeting (**December 8 - 11**)
  - NACAA Board tours facilities. (**December 9**)
  - All Committee Chairs will make an oral report to NACAA Board. (**December 9**)
  - KACAA hosts the NACAA Board to dinner. (**December 9**)
  - NACAA approves final budget for 2011 AM/PIC.

## **2011**

### **January**

- 5<sup>th</sup> deposit of \$5,000 due to Convention Center (**January 15**).

### **February**

- Article submissions due for the April, registration issue, of the County Agent Magazine. Mail date is March 25, 2011. Early registration will run April 1 - May 15, 2011. Late fees apply after May 16, 2011. On-line registration runs from April 1 until one week prior to the start of the meeting after which registration will be taken on site. Weekly updates of registration will be provided by email to any committee that needs it (**February 18**).

### **April**

- Requests for meeting space due for Convention Center (**April 15**).

### **May**

- Deadline for submission to the June issue of the County Agent Magazine. Mail date is May 20, 2011. Final reminders to register and certain events can be plugged into this issue. The focus of the issue will be county programs being conducted across the nation (**May 2**).

### **June**

- Deadline for all reports, abstracts, presenters lists/abstracts/award information for the proceedings (**June 1**).
- Deadline for the first draft of program for review and editing by KACAA and NACAA (**June 1**).
- Program edits completed an final proof of program completed (**June 15**).

### **July**

- 6<sup>th</sup> deposit of \$20,000 due to Convention Center (**July 15**).

### **August**

- Guarantee guest count for food and beverage services with Convention Center Catering Sales Manager five business days prior to the first scheduled event (according to *Convention Center Meeting Checklist*).
- Conduct AM/PIC workshops and preparations.
- **August 7 - 11, Annual Meeting and Professional Improvement Conference.**