FTFC & Gathering of Eagles Timeline

# August 2021

[ ]  E-Board holds initial planning meeting to set tentative schedule of 2022

[ ]  Meeting to Close books for 2021 – Final reconciliation of all outstanding AP or AR

[ ]

[ ]

# September 2021

[ ]  Call for topics/speakers for 2022 conference

[ ]  Speakers Committee to start securing topics & speakers

[ ]  Speakers chair to report to E-Board in October

[ ]

[ ]

[ ]

# October 2021

[ ]  Set up room blocks with Hard Rock based on 2021 expierence

[ ]  Set up separate code for exhibitors than attendees

[ ]  Update from Speakers committee on progress, tweak any concerns based on initial feedback

[ ]

[ ]

[ ]

[ ]

# November

[ ]  Invoice all Sponsors/Exhibitors/Vendors

[ ]  Semi-final review of speakers/topics by E-Board from Speakers’ Chair

[ ]

[ ]

# December 2021

[ ]  Final Schedule, sessions/speakers locked in for 2022. All speakers’ agreements collected and reimbursement forms provided to speakers

[ ]

[ ]

[ ]

# January 2022

[ ]  January 10th – REGISTRATION OPENS

[ ]  Both Exhibitor and Attendee room block is available

[ ]

[ ]

# February 2022

[ ]

[ ]

[ ]