

## CAS SESSION DEVELOPMENT TIMELINE

- **6-7 Months Out**
  - Sessions and Tracks are identified and coordinators assigned
- **5 Months Out**
  - Session titles and descriptions are developed
- **4-5 Months Out**
  - Moderators are identified
- **4 Months Out**
  - Speakers identified, and concurrent session titles and descriptions finalized; entered in CMS
- **3 Months Out**
  - Speakers are finalized and updated in the CMS; Speaker letter is sent
- **2-3 months out**
  - Follow up with speakers: Agreement to Speak, AV request form, Recording Permission, Schedule Conflicts, event/hotel reservations
- **1-2 months out**
  - Request and Review Session Presentations
- **3 weeks out**
  - Handouts for the web are due (Word, Excel, PDF of PowerPoint Handouts)
- **1 week out**
  - Final version of presentation for CAS laptops submitted
- **Presentation implemented onsite**