LISA Local Organizing Committee (LOC) Checklist and Timeline		
Task	**Timeline**	**Comments**
Decide conference site	18 months before meeting	Done by POC together with LOC
Decide conference dates	18 months	Done by LOC together with POC
Secure meeting site (auditorium and adjacent rooms, technical and administrative staff to help with preparations and during the conference, logistical support from institute etc.)	18 months	Avoid in-house conflicts! Make sure rooms, facilities, and support staff are available exclusively for LISA meeting
Contact nearby hotels and dormitories for (reduced?) rates	18 months	
Post and mail preliminary announcement	15 months	Sent by POC, content in cooperation with LOC. For distribution, use usual mailing lists (Astrolib, PAMnet, PAM-APF, EGAL, etc.), post on conference website (if already available) and get lists of previous participants from proceedings
Contact possible local sponsors	12 months	In cooperation with FOL to avoid contacting sponsors twice
Set up bank account and procedures to handle incoming (from sponsors) and outgoing (to FOL grantees, for rentals etc.) money	12 months	LOC is largely in charge of finding procedures for transfer of funds from funding agencies, SOC and/or FOL.
Set up conference web site; develop pre-registration form	12 months	
Post and mail 1st announcement	12 months	Content in cooperation with SOC. For distribution, use usual

		mailing lists (Astrolib, PAMnet, PAM-APF, EGAL, etc.), post on conference website and get lists of previous participants from proceedings
Design and print conference poster	12 months	Can be outsourced if no in-house expertise
Contact local bus companies in case transportation between conference site and lodging is necessary	9 months	Bus transport may also be needed for social events and field trips. In cooperation with SOC and FOL
Investigate suitable sites for conference banquet	9 months	Charged separately, not from registration fee
Investigate options for post-conference field trips	9 months	Charged separately, not from registration fee. In cooperation with SOC and FOL
Prepare input for 2nd announcement (info about conference facilities, technical equipment lodging, social events, field trips)	7 months	
Post and mail 2nd announcement	6 months	Content in cooperation with SOC
Consider items that may be included in the Welcome Bag	3 months	Goodies from local sponsors or host institute
Prepare and print program booklet	1 month	
Prepare final list of conference registrants	a few weeks	Check that all fees have been paid
Prepare final lists for conference dinner, social events, field trips	a few weeks	
Give final numbers to caterer, restaurant, field trip contacts	a few weeks	

Give final list of required equipment to local technical staff	a few weeks	
Arrange for photographer for conference group photo and photos taken during the sessions, coffee breaks, conference dinner etc.	a few weeks	Institute staff or hired photographer. Note: Amateur photographs are nice, but a professional photographer assures quality photos
Organize registration process: • Prepare "Welcome Bag": Registration packet including final program booklet, name tags, local tourist information, maps, suggestions for nearby restaurants, etc • Make arrangements for grant money if it is to be distributed in registration packet • Organize personnel to be available throughout the conference at registration desk	a few weeks	
Finalize equipment and arrangements for poster paper display	1 week	
Get cash for grant money, place in envelopes, prepare to distribute; prepare receipts for signing	1 week	
Set up easels or bulletin boards for posters	1 day	
Review and test equipment and technology with local staff	1 day	
Post orientation help inside conference building (arrows, signs, etc)	1 day	
Check in registrants on list	Registration process	Keep records of unexpected guests, no-shows

Collect any unpaid fees, e.g. dinner or field trip costs	Registration process	
Hand out grant money to FOL recipients	Registration process	Get signed receipt Note: pay lodging fees for FOL recipients as required by dorm/hostel
Arrange and announce time/location for group photo	During meeting	
Make other announcements as needed	During meeting	
Be prepared to answer questions and solve problems regarding: • Technology and equipment • Catering and conference social events • Lodging and transportation issues	During meeting	
Arrange for water for speakers/panels	During meeting	
Monitor clean-up	After meeting	
Monitor return of any rented equipment (e.g. easels)	After meeting	
Monitor payment of bills (caterer, restaurant, field trip, printing, etc)	After meeting	
Arrange for production of group photo (and any other photos) • Mail copy of photo to each attendee • Post photo on Web site • Send photo to proceedings editors for inclusion in published volume	After meeting	
Make final statement of budget; keep remaining funds in secure	After meeting	

account to transfer them to next FOL		