

CASCA AGM Macroschedule

Provided without warranty to help LOC. Please consider this a guide only. Any concerns or suggested updates can be sent to the CASCA Board.

Date prior to the AGM

2 years

Local host action

Formation of LOC and selection of Chair, determination of scientific theme if you intend to have one, plus consider whether SOC approach will be taken - if so, then they should be formed at the same time

Initial inquiries about local financial support and handling financial matters such as accounts and payment systems (see 1.1.1 and section 2 on finance)
Consider keynote speakers once theme determined, consult with CASCA VP about past speakers if necessary
Develop detailed management timeline for planning, based on 1.1 in guide. Pay careful attention to equity, diversity and inclusivity issues as outlined in section 3.5
For locales with busy conference schedules consider checking about availability even at this point (the most extreme situations may require 3 year-ahead bookings)
Jointly-held conferences may require detailed MoU, should be in place as early as possible

1.5 years

Check with local hotels/conference venues about availability, including banquet location, consider IT/AV requirements in these discussions (see section 1.1.2 for further details)
Determine meeting date (after checking conflicts as outlined in 1.1 in AGM guide) and provide to Board
Provide CASCA Board with update of meeting planning progress, good time to consider initial invited speaker list (see section 1.2)
Consider who will conduct invite at next AGM
Sensible to connect with LOC of upcoming AGM to learn about concerns and newly developed best practices

1 year

Date must have been decided by this time and venue+hotel(s)/residences booked, consider pre/post meeting requirements, banquet, as detailed in 3.1 & other considerations. Note issue of making social events affordable (section 3.6)
Ideally present initial budget to CASCA Board, provide update report on planning status, if not already started, develop initial invited speaker list (see 1.1.3)

Board action

Identify host venue

Approve theme, work with LOC on SOC if they want help

Board provides feedback on progress and advice on meeting date considerations as needed

(Prior to current AGM) Board provides approval of meeting date and provides feedback on other issues

	<p>Good time to consider potential sponsors and interaction with corporate members (section 3.7) Begin work on meeting website after prior AGM finishes, review 1.4 plus section 3 (especially section 3.5) as needed Notify astronomy conference monitoring sites, e.g. CADC (see 1.3 on publicity) Financial and registration systems should ideally be determined by this point</p> <p>Provide CASCA Board with detailed budget, finalized speaker list, if possible provide initial outline of schedule (see section 3). Develop volunteer list and review miscellaneous issues (section 3.7)</p> <p>Begin coordination with graduate student committee and external organizations on workshop plus lunch sessions (3.3.5) - teachers' workshops are another issue to consider here</p>	
November prior to meeting		Board reviews budget preliminary schedule and provides feedback on speaker list if not yet finalized
Beginning of year of meeting	<p>Website finalized, initial meeting announcement to CASCA exploder, consider sending advertisements to universities, notify E-cassiopeia (see section 1.3) Once awards finalized (see section 3.4), contact CASCA Press officer with details of keynote speakers, awards, theme Open registration (see 1.4)</p>	Board check on medals and awards
2.5 month	Close abstract submission, review abstracts for agreement with Code of Conduct (see 3.5)	
2 month	Finalized speaker list and poster selection + overall schedule (review section 3 again) which means session chairs as well, consider local advertising for public lecture	Board approval of this should be rapid to ensure presenters have sufficient notification
1 month	If LOC has determined graduate students that will receive travel funding (which is strongly advised), send list to Board (see section 2.2)	Board supplies travel grant cheques
Post meeting	<p>If travel grants not approved prior to meeting, LOC provides details of travel grant recipients to board Provide final budget report to CASCA Board, transfer funds as needed, provide feedback on AGM guide and macroschedule.</p>	<p>Board supplies travel grant cheques if not supplied earlier Finalize funding with LOC ideally by fall Board meeting, make changes to AGM guide & macroschedule as needed</p>