Planning Timeline

- **April**
  - WEF provide Hosts a list of date options – begins 1 year out from event
  - Next year Hosts attend the May/June WEFMAX Committee Calls

- **May**
  - Host Date selection to be approved by Host Board
  - Host to do site visits at potential WEFMAX locations

- **June**
  - Host City & facility to be identified by Host
  - Host to do site visits at potential WEFMAX locations

- **July**
  - Host City & facility to be identified by Host
  - Host to do site visits at potential WEFMAX locations

- **Aug - Sept**
  - Host Date selection to be approved by Host Board
  - Host to do site visits at potential WEFMAX locations

- **Oct**
  - WEF provides host with a WEFMAX Host Agreement. Each party will sign by DocuSign
  - 1. Host to finalize event facility contract
  - 2. WEF to review contract; Host to sign & send copy to WEF

- **Nov**
  - WEF provides host with a WEFMAX Host Agreement. Each party will sign by DocuSign
  - 1. Host to finalize event facility contract
  - 2. WEF to review contract; Host to sign & send copy to WEF

- **Dec**
  - WEF provides host with a WEFMAX Host Agreement. Each party will sign by DocuSign
  - 1. Host to finalize event facility contract
  - 2. WEF to review contract; Host to sign & send copy to WEF

- **Jan - May**
  - WEF provides host with a WEFMAX Host Agreement. Each party will sign by DocuSign
  - 1. Host to finalize event facility contract
  - 2. WEF to review contract; Host to sign & send copy to WEF

- **Planning Timeline**

  1. WEF creates each WEFMAX program
  2. Host and WEFMAX Committee fill out session topics and identify presenters

  1. WEF develops web information
  2. Host reviews & adds to the information

  1. WEF MAX Online Registration opens
  2. WEF manages registration and attendee confirmations

  1. WEFMAX Weekley email sent out every Wed. starting Jan
  2. Host to identify Host Topic
  3. Host to finalize logistics
  4. Host to assign session scribes, timekeepers, mic helpers and a moderator for the Host session

  1. Everyone finalizes program
  2. WEF and Host sends their welcome message
  3. Host to invoice WEF within 1 month after event