wefmax

connecting ideas | inspiring leaders

Planning Timeline

March

WEF provides Hosts a list of date options – begins 1 year out from event

By April 30

Date selection to be approved by Host Board

Monthly WEFMAX Conference Calls begin

May - June

Host City & facility to be identified by Host

July

Host to finalize facility contract; WEF to review contract; Host to sign & send copy to WEF

Aug - Sept

Host to look at venues for social functions

Oct

Host to present at WEFTEC Leadership Day; WEF sends Survey to MA Leaders on Topic Suggestions for WEFMAX

Host to attend HOD WEFMAX Meeting held at WEFTEC

Nov

WEF develops web info - Host reviews & adds to the information

1. Social event venues to be identified by Host

2. Host to decide on their Host Topic

Dec

WEFMAX Online Registration opens

4 Session Topics to be selected from the survey sent out; Each Host session to be identified

Jan - May

Finalize logistics; Host to assign all session scribes, timekeepers, mic helpers & assign a Moderator for the Host session (3 months out)

1. WEFMAX Weekly email sent every Wed.

2. WEF develops program& prints badges

3. Host sends welcome message

4. Host to invoice WEF within 1 month after event