congress 2015
OF THE HUMANITIES AND SOCIAL SCIENCES

capital ideas

congrès 2015
DES SCIENCES HUMAINES

Le capital des idées

MAY 30– JUNE 5

30 MAI– 5 JUIN

Task Checklist for Organizers

	Deadline	Action
☐	Ongoing	Submit the Special Events Listing Form for events to be promoted in the *Congress Guide* and in the online calendar or events
☐	October 10, 2014	Submit Association Account Form
☐	October 10, 2014	Submit association mailing list
☐	October 17, 2014	Submit Association Conference Fees Form
☐	November 14, 2014	Submit Special Events Listing Form for events to be promoted in the online calendar of events for the launch of registration
☐	November 14, 2014	Request meeting rooms
☐	November 21, 2014	Apply for funding from the International Keynote Speaker Support Fund
☐	December 12, 2014	Submit preliminary conference program (PDF)
☐	January 30, 2015	Apply for funding from the Aid for Interdisciplinary Sessions Fund
☐	February 6, 2015	Submit Hire an Association Assistant Form
☐	February 6, 2015	Submit the Association Greeting Table Form
☐	February 20, 2015	Submit updated conference program (PDF)
☐	February 27, 2015	Submit Complimentary Guest Registrations Form
☐	March 13, 2015	Submit Special Event Listing Form for inclusion in the *Congress Guide* and the online calendar of events
☐	April 10, 2015	Request audio-visual and equipment
☐	April 10, 2015	Request catering orders
☐	April 24, 2015	Submit final conference program (PDF)