

## The Congress planning cycle

Key dates	Action	Submit
Ongoing	Share information about special events	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
October 14 2011	Open association account	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
October 14 2011	Send association mailing list	<a href="mailto:congress@fedcan.ca">congress@fedcan.ca</a>
October 17 2011	Set association meeting fees	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
November 14 2011	Apply for funding from the International Keynote Speaker Support Fund	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
November 18 2011	Submit special events for the online calendar of events	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
November 18 2011	Request meeting rooms	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
January 2012	Registration launch	<a href="http://www.congress2012.ca">www.congress2012.ca</a>
February 13 2012	Apply for funding from the Aid for Interdisciplinary Sessions Fund	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
February 17 2012	Share association preliminary program	<a href="mailto:congress@fedcan.ca">congress@fedcan.ca</a>
February 24 2012	Hire a student worker	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
February 24 2012	Book an association table	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
March 5 2012	Submit complimentary guest list	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
March 30 2012	Special events for the <i>Delegate's Guide</i> and website	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
March 30 2012	Reserve audio-visual equipment	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
March 31 2012	Early registration fee cut-off date	
April 20 2012	Place catering orders	<a href="http://www.congress2012.ca/planning">www.congress2012.ca/planning</a>
April 20 2012	Share final association program	<a href="mailto:congress@fedcan.ca">congress@fedcan.ca</a>
May 2012	<i>Delegate's Guide</i> published	