VIVO Conference Planning Task Force

Context

This task force organizes the VIVO Conference.

Deliverables

- Everything needed to hold the conference, including, but not limited to:
  - Selecting the site
  - A full program of keynotes, invited, contributed speakers, posters and workshops
  - All conference logistics including planning of food and beverage, signage, registration, and related events
  - All conference marketing and promotion, including email, print media, social media, and web site
  - All conference sponsorship
- Wrap-up and transition to the next conference planning task force, including
  - Selection of site for the next conference
  - Selection of the program and conference chairs for the next conference
  - Posting of presentations and photographs from previous conferences

Schedule

The task force will work all year up and through next year's conference. A simplified/conceptual schedule is below.

Week	Status
September	Recruit task force members, conduct, review previous conference survey, post presentations and photographs from previous conference, review conference timeline
October	Review/finalize conference organization, meeting processes. Announce site and dates. Launch web site.
November	Begin marketing and sponsorship work. RFP for next site.
December	Begin keynote invites
January	Begin invited speaker solicitation, begin sponsor solicitation Call for workshops, papers and panels
February	Recruit reviewers, invited speakers selected and confirmed.
March	Late-breaking call for papers
April	Continue marketing and promotion Assign reviewers Finalize program Registration opens
May	Finalize sponsorship, signage
June	Workshops, meetings, and conference
July	Early bird registration ends, announce workshops, poster submission deadline ends
August	Finalize all activities
September	Conference begins

Members

Violeta Ilik - Conference Chair

Nataša Popovi - Local Organizing Committee Chair

Ruben Verborgh - Program Chair

Julia Trimmer

Alex Viggio

Miguel Garcia, Clarivate

Mike Conlon

Huda Khan

Meeting Times

On Wednesdays at 10AM EST every 2 weeks (as necessary).

Communication Channels

- The wiki will contain progress information.
- VIVO Updates emails as needed
- Conference chairs brief the Steering Group as needed