



**Kansas Ag Research & Technology Association
Master Timeline – 2017 to 2018
21st Annual Agriculture Technologies Conference**

KARTA Board Roster:
 Matt Wolters - Pres (2016)
 Tyler Rider - VP/Treas. (2018)
 Aaron Lange - Sect. (2017)
 Brent Rendel - Research (2017)
 Tony Stueve (2018)
 Jeff Buehler (2016)
Lucas Haag, Terry Griffin - KRE
Ajay Sharda, KSU Agronomy

Deadline / Date	Task	Person Responsible
February 2016		
1st	Deadline to Reserve Venue for 2017 Conference	Aaron
1st	Send Press Release – Research Funds & Deadline <ul style="list-style-type: none"> Also send eNews version 	Rachel
Approx. 20th	Deadline for Members to Apply for 2016 Research Funds	Brent
March 2016		
1st	Deadline to Sign Contracts with 2017 Conference Hotel	Aaron
Prior to Workshop	Send Press Release & Emails Promoting Workshop Reg.	Rachel
1st Monday	Send out Research Tips Email Newsletter	Brent
March 21st	sUAS Workshop at Scheufler Farms	
April 2016		
As Scheduled	KARTA Board Meeting	Board President - Matt
April 1st	Research Grant Approval and Checks to Participants	Brent
As Needed	Poll KARTA Members Conference Speakers and Topic Ideas	Rachel/Lucas
1st Monday	Send out Research Tips Email Newsletter	Brent
May 2016		
1st Monday	Send out Research Tips Email Newsletter	Brent
June 2016		
1st	Conference Program Committee Formed & Meets	Lucas to Assemble from Surveys
25th	Save the Date Email to Exhibitors	Matt / Rachel
1st Monday	Send out Research Tips Email Newsletter	Brent
July 2016		
As Needed	Summer Workshop Promotions	Rachel / Marketing
1st Monday	Send out Research Tips Email Newsletter	Brent
August 2016		
1st Monday	Send out Research Tips Email Newsletter	Brent
25th	Vendor Registration Email & Link to Online Form	Matt / Rachel
September 2016		
By the 11th	Exhibitor Packets Finalized <ul style="list-style-type: none"> Online Exhibitor Form Published on Website Mailing to Existing Vendors (postcard) 	Matt Rachel Matt / Rachel
15th	Make Conference Registration Form Available Online	Rachel
1st Monday	Send out Research Tips Email Newsletter	Brent
October 2016		
1st Monday	Send out Research Tips Email Newsletter	Brent
As Needed	Fall Workshop Promotions	Rachel / Marketing
30th	Conference Program Released by Email to Members & Online (even if incomplete)	Rachel

November 2016		
6th	Email Confirmation to Workshop Participants	Rachel
By the 10th	Order Custom Conference Folders (no date)	Rachel / Marketing
15th	Send Press Release – Save the Date for Conference <ul style="list-style-type: none"> • Also send eNews to KARTA Distribution Lists • Utilize K-State Communications for Distribution 	Rachel / Marketing Lucas / Rachel
15th	Exhibitor Reminder Email	Rachel / Matt
1st Monday	Send out Research Reminder – Conference Talks	Brent
Thanksgiving	Deadline for Speaker Topics to Use on Mailer <ul style="list-style-type: none"> • Lucas will send some topics to Rachel 	Lucas / Rachel
December 2016		
By the 8th	Finalize Room Block with Hotel / Conference Center	Aaron
By the 10th	Conference Mailer & Annual Meeting Announcement <ul style="list-style-type: none"> • Include request for Board Nominations • Also send eNews version 	Rachel / Marketing Rachel / Marketing
By the 10th	Speaker Schedule Should be 80% Confirmed	Lucas
1st Monday	Follow up with Researchers – Confirm Talks	Brent
By the 19th	Finalize Menu for Conference Meals & B.E.O.'s w/ Hotel	Aaron
20th	Board Nomination Suggestions Due Back	
January 2017		
5th	Send Press Release – Early Deadline Approaching <ul style="list-style-type: none"> • Also send eNews version 	Rachel / Marketing
14th	Provide Hotel with an Initial Meal Count	Aaron
14th	Updated Board Bio's Due for Conference Packet	Rachel / KARTA Board Members
14th	Send eNews Bulletin – Last Chance for Early Pricing	Rachel
15th	Early Registration Deadline / Refund Deadline	
15th	Exhibitor Registration Deadline – Also Deadline for Information for Packets (Logo, Web URL, and/or Insert)	Matt / Rachel
15th	Speaker Bio's & Photos Due for Conference Packet <ul style="list-style-type: none"> • Speakers should also provide presentation note sheets for participant packets 	Rachel / Lucas
15th	Research Talks Finalized & Submitted for Schedule	Brent / Lucas
15th	Update Research Application & Deadline Online	Rachel / Brent
15th	Deadline to Receive Exhibitor Packet Inserts	Rachel / Matt
16th	Provide Room List to Hotel Staff & Final Meal Count	Aaron
16th	Print Door Signs & Name Badges (deadline for changes)	Rachel
16th	Finalize Layouts for Packet Inserts <ul style="list-style-type: none"> • Conference Schedule • Speaker & Board Bio's / Note Sheets • Vendor Inserts • Exhibitor Summary Sheet w/ Logos & Websites • Speaker & Vendor Presentations • Annual Meeting Agenda & Last Meeting Minutes • Treasurer's Report • Conference Survey • Promo Flyer for Research Deadlines & Workshops 	Rachel
18th @ 5 p.m.	Conference Setup – assemble packets, name badges, exhibitor load-in, set up projector and laptop from K-State	KARTA Board Members
19th & 20th	Conference & Annual Meeting <ul style="list-style-type: none"> • Include brainstorming for research projects and conference topics at annual meeting 	
20th	At Conclusion of Conference – Speaker Presentations Need to be Put on a Flash Drive for Website Archives	Lucas / Rachel

February 2017

1st	Deadline to Reserve Date for 2018 Conference	Aaron
1st	Send Press Release – Research Funds & Deadline <ul style="list-style-type: none">• Also send eNews version	Rachel
Approx. 20th	Deadline for Members to Apply for 2017 Research Funds	Brent