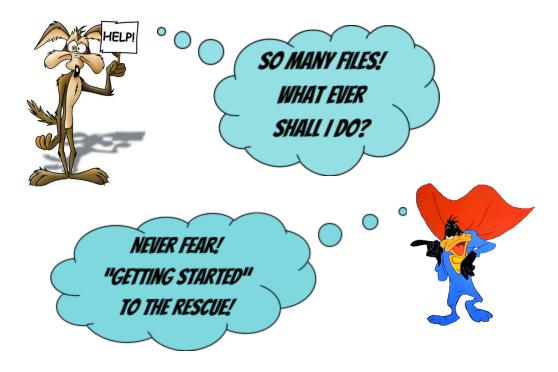Roxanne Heston
director@eaglobalx.org
2016-05-28

Getting Started

If you're just getting going on your event:

1. Check out the Conference Stages document.

- This document will give you a rough overview of what to expect throughout the process, and guide you if you're not sure how to move forward.
- If you're reading this you're likely at Stage 2, since Stage 1 is the application process. Make sure you've completed all of Stage 1, though

2. Work with your team on the Key Decisions Worksheet.

- Have a sense of what to expect? Grab your core team and give this form a spin.
- This Google Form will take you through the major considerations for your conference, both the strategic and logistical considerations.

3. Work with your team on the Critical Deadlines Worksheet.

- Now that you've roughly determined what you want to accomplish, figure out by when you'll need to get the big stuff done.
- You'll notice that the stages document highlights critical deadlines. This Google Form

This should get you going, but reach out to director@eaglobalx.org if you need help.