

	TIMEFRAME	TASK	OTHER COMMENTS/QUESTIONS ON TASK	PERSON/TEAM RESPONSIBLE
<i>Months added in Column A to provide some context if summit was scheduled for a date in mid-November</i>				
<i>May</i>	<b>6 Months Before</b>			
	<input type="checkbox"/>	Confirm dates for Summit	I know we didn't want a clash with certain events/dates (e.g. GitHub Universe, week of Thanksgiving). Are there any other key dates or events to consider?	ED (in consultation w/ Board, Members, Marketing Group)
	<input type="checkbox"/>	Once date is confirmed, approach Board, Members and Marketing group to ask for volunteers who will identify and secure up to 2 Keynote Speakers, promote the CFP amongst their contacts, review the CFP, oversee promotion of the summit, provide the ISC address/ISC speaker panel, tech support, backstage volunteers, moderators.	I think we need to prime the Board, Members and the Marketing Group much earlier in the process to get their help rather than ask them for help later in the day. Also, earlier contact with members re promoting CFP would be a great way to look at how we can encourage diversity at the summit. Ideally we need a summit committee but I don't know if this has been tried or not before. Even if we can get a few people to commit to one or two tasks, that would be great.	ED
	<input type="checkbox"/>	Confirm dates for CFP announcement, timeframe for submission of proposals & timeframe for review of submissions	Why does this need to be confirmed? Isn't it already on this schedule?	
	<input type="checkbox"/>	Prep online CFP form for potential speakers	See copy of <a href="#">2023 CFP Form</a> for reference	ISC Marketing Team
	<input type="checkbox"/>	Set up new folder (and sub-folders) for forthcoming summit based on previous Summit folder	See <a href="#">2023 - ISC Summit 2023 (Online)</a> for reference	ISC Marketing Team
	<input type="checkbox"/>	Start identifying key note speakers	Clare did this last year. This needs further thought but we probably need to start looking at it earlier.	ISC Marketing Team/To be confirmed (with Clare)
<i>June</i>	<b>5 Months Before</b>			
	<input type="checkbox"/>	Beginning of month: Advertise CFP on slack, website, social platforms and that month's newsletter - provide a deadline for six weeks.	Go to <a href="#">ISC canva account</a> and previous newsletter ( <a href="#">September 2023</a> ) to see images and text used. Ensure deadline is set for a Friday so that people have the weekend to complete their CFPs if necessary.	ISC Marketing Team
	<input type="checkbox"/>	Contact Board and members requesting that they share the CFP widely with their networks		ED
	<input type="checkbox"/>	Contact previous speakers at community calls & summits notifying them about the CFP, inviting proposals and requesting that they share widely with their networks.		ISC Marketing Team
	<input type="checkbox"/>	Source 5 - 8 volunteers for CFP Panel	Should the ED be one of the reviewers????	ISC Marketing Team
	<input type="checkbox"/>	Set up private slack channel once CFP Panel is confirmed.	See <a href="#">summit23-cfp</a> channel for reference	ISC Marketing Team
<i>July</i>	<b>4 Months Before</b>			
	<input type="checkbox"/>	Beginning of month: advertise CFP on slack, website, social platforms and that month's newsletter - 2 week deadline.	Also ensure that people know who they can go to with their questions.	ISC Marketing Team
	<input type="checkbox"/>	Set up Panel Review Form	Last year, Clare did this .... See <a href="#">2023 Summit CFP - For Review</a> .	To be confirmed (with Clare)
	<input type="checkbox"/>	Provide a one week and 1 day countdown for CFPs on slack and social platforms		ISC Marketing Team
	<input type="checkbox"/>	CFP Review: Agree deadline for completion of reviews with CFP Panel	We can look at anything up to one month if we need to fit around people's vacation schedules.	ISC Marketing Team/To be confirmed (with Clare)
	<input type="checkbox"/>	CFP Review: populate panel review form and share with CFP Panel	Did Clare or Olive do this last year?	ISC Marketing Team/To be confirmed (with Clare)
	<input type="checkbox"/>	CFP Review: Schedule information meeting for CFP reviewers. Record meeting for those who can't attend.	Last year, Clare did this .... See <a href="#">video</a> of last meeting recorded.	
<i>early-mid August</i>	<b>14 weeks before</b>			
	<input type="checkbox"/>	Does the CFP Panel need to have a final meeting to discuss their scores?	Sounds like a good idea	
	<input type="checkbox"/>	Following CFP reviews, complete the Speaker Tracker Form	Last year, Clare worked on this ... It provided a bird's eye view of proposals and score and other considerations re: speakers. See <a href="#">2023 Summit Speaker Tracker</a> .	To be confirmed (with Clare)
	<input type="checkbox"/>	Speaker Confirmation: Thanks and confirmation emails to everyone who submitted proposals. Ask speakers to keep both days free until their time slot is confirmed.	I think Clare contacted some people whose proposals were not accepted to provide a fuller explanation. Did Olive put in a calendar placeholder for the confirmed speakers? Or did this happen once time slots were confirmed.	ISC Marketing Team/To be confirmed (with Clare)
	<input type="checkbox"/>	Speaker Confirmation: Request photos from speakers to commence work on speaker slides	The group speaker slide for the initial announcement is the most important. The email communication should include some other general information on joining our slack channel and information meetings that will be set up in the week ahead. <b>Really important to emphasise the need to get a photo asap to commence promotion as early as possible. It's also possible to ask people to upload their photo with their CFP on google forms ... Would this put people off completing their applications?</b>	ISC Marketing Team/To be confirmed (with Clare)
<i>mid-end August</i>	<b>12 weeks before</b>			
	<input type="checkbox"/>	Create agenda/schedule for event	Last year, Clare created <a href="#">Summit23 Schedule - DRAFT</a> and it changed a few times as speakers dropped out and/or circumstances changed. The link to the schedule was pinned to the speaker and backstage channel (as our source of truth) and an image of the schedule was also posted on the event page of the website.	To be confirmed (with Clare)
	<input type="checkbox"/>	Create all-speakers slide	This can be used in the initial announcements and updated if necessary.	ISC Marketing Team
	<input type="checkbox"/>	Create eventbrite page and registration email	See <a href="#">2023 eventbrite page</a> for reference. This was updated on an ongoing basis as the agenda or new speakers were confirmed. <b>Or next time ... we could add a link to the website on the eventbrite booking/ticket page so that we're only updating information on one place.</b> Additional time is need to work on registration email as this will involve getting zoom links set up and slack channels to tracks set up if we want to include these in the registration emails ...	ISC Marketing Team/To be confirmed (with Clare)
	<input type="checkbox"/>	Create event webpage and banner on ISC website	See <a href="#">website page</a> for reference.	ISC Marketing Team
	<input type="checkbox"/>	Confirm use of zoom links and tech support for the event.	Dmitrii has looked after this aspect using his company's zoom account. Need to confirm with him and with any 'Summit Committee Members' that Leroy Merlin can provide zoom account. It would also be good to discuss the format at this stage (i.e. separate tracks, are we following the same format with break-out rooms as 2023).	To be confirmed by ISC Marketing Team (with Dmitrii)
	<input type="checkbox"/>	Set up meeting with Key Summit Organizers/Volunteers to agree on plan/schedule for summit promotion using: ED reach-outs to individuals (Board, Members, other key community members, speakers, sponsors), Slack announcements, Newsletter, LinkedIn and Social	Agreement of a broad plan would be really useful and would add some coherency around messaging and also timing of messaging. Also a good opportunity to consider other messaging e.g. early bird promotion etc	ISC Marketing Team
	<input type="checkbox"/>	Schedule announcement on slack and newsletter update	This will be an initial announcement to say that we have a wonderful selection of speakers, confirming dates again and that there will be more info on schedule coming soon. (This may be possible to release if eventbrite and website page isn't ready but ideally, it would be good to have eventbrite ready).	ISC Marketing Team

	TIMEFRAME	TASK	OTHER COMMENTS/QUESTIONS ON TASK	PERSON/TEAM RESPONSIBLE
early-mid September	10 weeks before	<input type="checkbox"/> Commence individual speaker slides and start promotion on each talk.	Individual speaker slides are a priority and also meeting	ISC Marketing Team
		<input type="checkbox"/> <b>Social promotion starts?</b> It would be good to start the social promotion earlier than previous years but as above, a clear timeline for social would be very helpful.	Social promotion will be a rolling daily and weekly activity.	ISC Marketing Team
		<input type="checkbox"/> Set up task list for remaining actions	This task list can be similar to the <a href="#">Summit 2023 Tasks</a>	ISC Marketing Team
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members who will provide the ISC address		
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members who will MC on each day.		
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members who will provide speak on an ISC speaker panel/unconference slot		
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members/Community who will moderate - (up to 8 required).		
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members/Community who will volunteer backstage.		
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members/Community who will provide additional tech support on each track on the day.	Dmitrii provided tech support for everyone in 2023 but it's good to have others floating around to help.	
		<input type="checkbox"/> Identify and get confirmation of ISC Board/Members who will record back-up on each day.		
mid-September	8 weeks before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
		<input type="checkbox"/> Write and schedule Eventbrite reminder emails.	Need agreement on when the best time is to send them. Proposing 1 week before, 1 day before, 2 hours before (or should this be 1 hour before).	ISC Marketing Team
		<input type="checkbox"/> Send calendar invites to speakers for their time slot	Ongoing activity that may change if/when agenda is updated	ISC Marketing Team
		<input type="checkbox"/> Send calendar invites to moderators for their time slot	Ongoing activity that may change if/when agenda is updated	ISC Marketing Team
		<input type="checkbox"/> Send calendar invites to attendees.	Ongoing activity that will take place right up to the day	
October	6 Weeks Before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
		<input type="checkbox"/> Set up planning meeting re: zoom format for key people involved. At the meeting agree a time for the tech rehearsal.		ISC Marketing Team
		<input type="checkbox"/> Schedule tech rehearsal (1-2 weeks before)		ISC Marketing Team
		<input type="checkbox"/> Schedule US call for speakers and moderators (1 week before)		ISC Marketing Team
		<input type="checkbox"/> Schedule APAC call for speakers and moderators (1 week before)		ISC Marketing Team
		<input type="checkbox"/> Schedule Board prep meeting (1 week before)	Clare set up a meeting for the Board in advance of the Summit but I don't think it went ahead	ISC Marketing Team
		<input type="checkbox"/> Schedule run-throughs for ISC Welcome Address, panel, MC (1-2 weeks before)	Clare set these up	ISC Marketing Team
mid-October	5 Weeks Before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
mid-October	4 Weeks Before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
		<input type="checkbox"/> Set up private slack channel for speakers	See <a href="#">summit-23-speakers</a> for reference. Also useful to note documents that are pinned to channel	ISC Marketing Team
		<input type="checkbox"/> Set up private slack channel for speakers for backstage and moderators	See <a href="#">summit-23-backstage</a> for reference. Also useful to note documents that are pinned to channel	ISC Marketing Team
		<input type="checkbox"/> Set up #summit-24 chat, #summit-24-track1 and #summit-24-track2 slack channels. Start adding attendees to these channels on a rolling basis.	See corresponding #summit-23 channels on slack for reference. Do attendees get added to all three channels or just the #summit-23-chat channel? Rolling task - attendees to be added on an ongoing basis.	ISC Marketing Team
end-October	3 Weeks Before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
		<input type="checkbox"/> Start on slides for running order of Day 1 and Day 2. This includes sponsor slides	These did change as time went on but work can start on them. This includes sponsor slide, thank you slide.	ISC Marketing Team
		<input type="checkbox"/> Draft feedback form for attendees	It would be good to start with a fresh form this year and try making it anonymous to see if we can get more feedback.	
		<input type="checkbox"/> Draft feedback form for speakers, moderators, backstage		
		<input type="checkbox"/> Draft guidelines/slides for speakers, moderators, backstage.	See Info for <a href="#">Moderators &amp; Speakers</a> folder for reference	ISC Marketing Team
		<input type="checkbox"/> Draft sample script for Moderators	See Info for <a href="#">Moderators &amp; Speakers</a> folder for reference	ISC Marketing Team
		<input type="checkbox"/> Draft guidelines for Backstage volunteers	Is this necessary? Need to check if we did this or something else in 2023.	ISC Marketing Team
November	2 Weeks Before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
		<input type="checkbox"/> Tech Rehearsal call	Only a few people came to this last year but it was useful for the moderators who attended and those who were involved in the organization	ISC Marketing Team
		<input type="checkbox"/>		
		<input type="checkbox"/> Hold Speaker and Moderator US Call		ISC Marketing Team
		<input type="checkbox"/> Hold Speaker and Moderator US Call		ISC Marketing Team
		<input type="checkbox"/> Record one of the Speaker/Moderator calls and share with those who couldn't attend the call.	We didn't record the calls in 2023. Would be useful to do so in the future. We only need one recording.	ISC Marketing Team
		<input type="checkbox"/> Set up google forms for t-shirt/stickers for speakers	Do we send out t-shirts to speakers again?	ISC Marketing Team
<input type="checkbox"/> Schedule debrief session with key organizers, Members, Board	Make sure the date works around people needing a break after the summit and Thanksgiving	ISC Marketing Team		
mid-November	1 Week Before	<input type="checkbox"/> Continue with rolling activities and any other outstanding tasks		
		<input type="checkbox"/> Prep sessions for ISC Welcome Address and MCs	Clare looked after these last year	ISC Marketing Team/To be confirmed (with Clare)
		<input type="checkbox"/> Board prep meeting	Clare looked after this last year	ISC Marketing Team/To be confirmed (with Clare)

TIMEFRAME	TASK	OTHER COMMENTS/QUESTIONS ON TASK	PERSON/TEAM RESPONSIBLE
<input type="checkbox"/>	Set up shared document with all text, jpgs and relevant links that will be shared in chat e.g. Chatham House Rule, State of InnerSource survey link, feedback form for attendees,	This is for ISC Marketing Team members who are providing support on the day.	ISC Marketing Team
<b>Monday Before</b>			
<input type="checkbox"/>	Continue with rolling activities and any other outstanding tasks		ISC Marketing Team
<b>Day Before</b>			
<input type="checkbox"/>	Continue with rolling activities and any other outstanding tasks		ISC Marketing Team
<b>Day Of</b>			
<input type="checkbox"/>	Keep record of attendee numbers	Clare did this on the day - what's the best way to keep track of numbers?	ISC Marketing Team/To be confirmed (with Clare)
<input type="checkbox"/>	At the end of each day, share the feedback form for attendees		ISC Marketing Team
<input type="checkbox"/>	After each day, share the feedback form for speakers, moderators and backstage		ISC Marketing Team
<input type="checkbox"/>	Send thank you slack message to all involved at the end of each day		ISC Marketing Team
<b>1 Week After</b>			
<input type="checkbox"/>	Individual thank you messages to all involved	Russ did this last year	ED
<input type="checkbox"/>	Start video edits	It would be good to prioritize the Keynote and Welcome address. We need to agree on when this starts so that social media can commence afterwards. <b>Is it more realistic to start video edits 1.5 - 2 weeks after?</b>	ISC Marketing Team
<input type="checkbox"/>	Prep report for Board	Clare did this last time - is there anything we need to do in advance in relation to this?	TBC w/ Clare
<b>2-3 Weeks After</b>			
<input type="checkbox"/>	Share videos on youtube	Dependent on when videos are edited.	ISC Marketing Team
<input type="checkbox"/>	Share videos on social	Dependent on when videos are edited and uploaded to YouTube.	ISC Marketing Team
<input type="checkbox"/>	Send out t-shirts to early bird registrations, speakers		ISC Marketing Team
<input type="checkbox"/>	Send out contributor of the year sweatshirts out		ISC Marketing Team
<input type="checkbox"/>	Ensure that the Hero of the Month, Contributors of the Year and links to YouTube Channel are shared on Newsletter, Social and Slack		ISC Marketing Team
<input type="checkbox"/>	Debrief session with Key Organizers, Members, Key Organizers		ISC Marketing Team

As per previous years, the plan is to use the bi-monthly marketing calls for Summit prep meetings				
A meeting will need to take place re: key deadlines for starting promotions to key audiences - a rough schedule for all promotion is recommended				
Nothing added in document about attendee challenge				