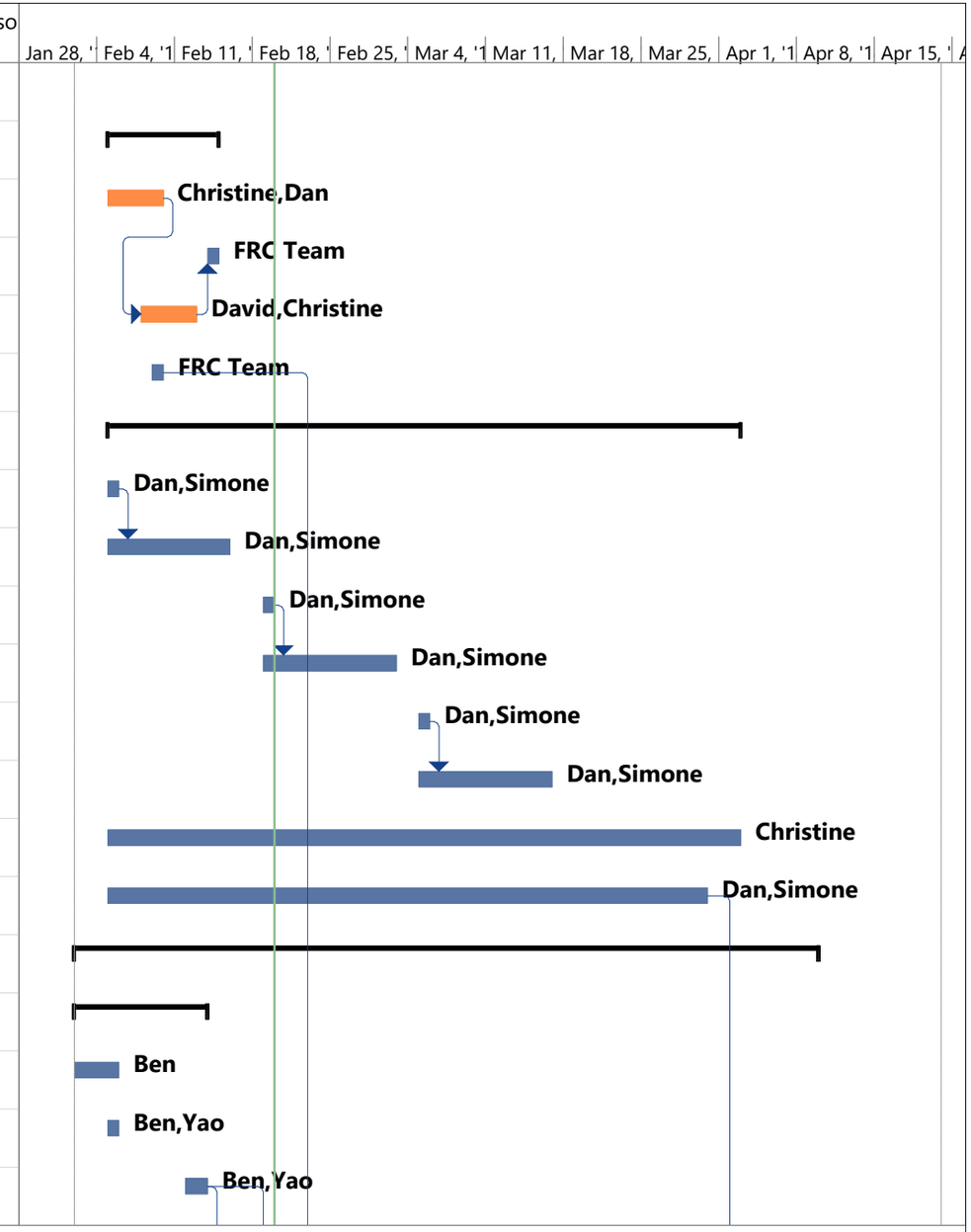
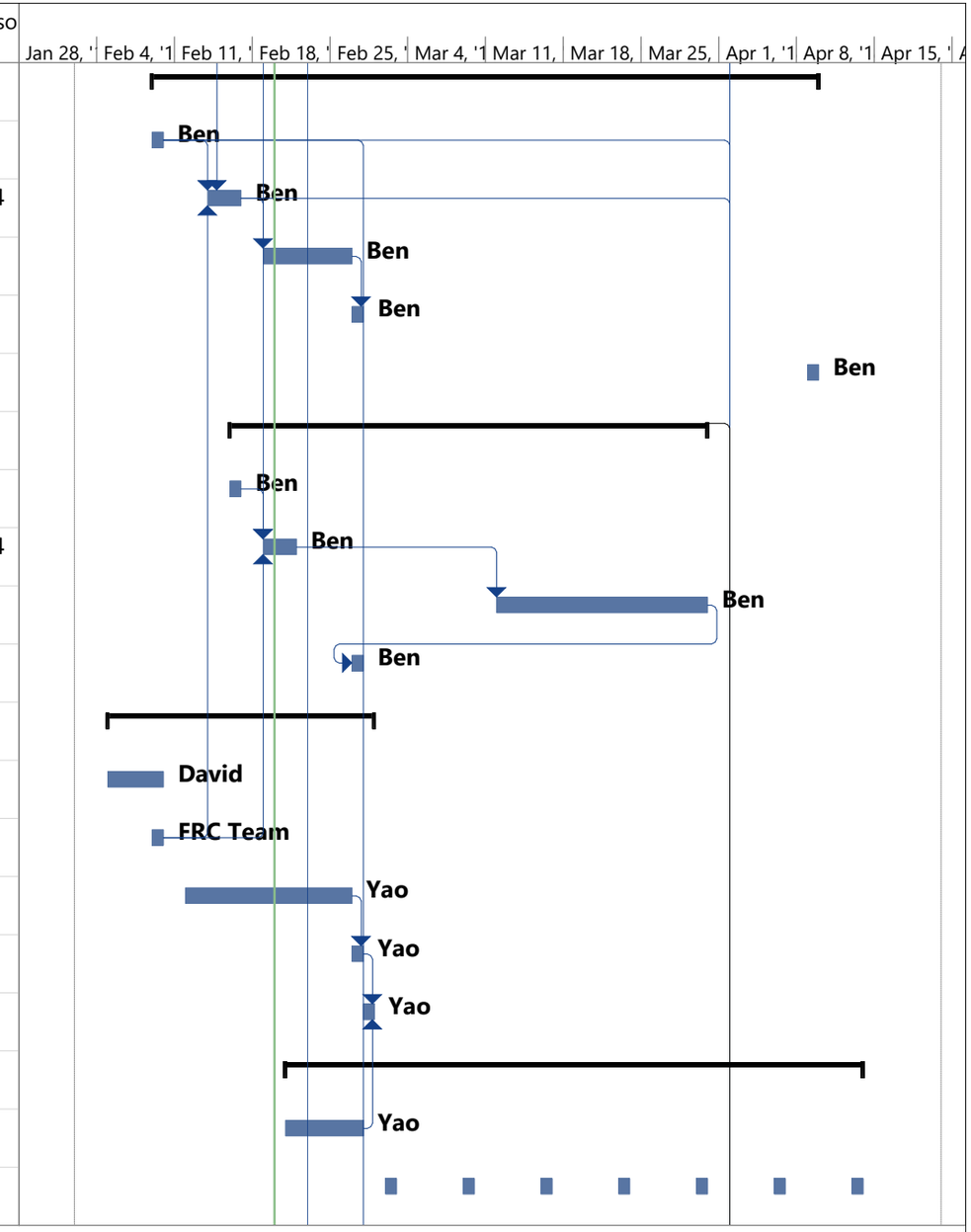
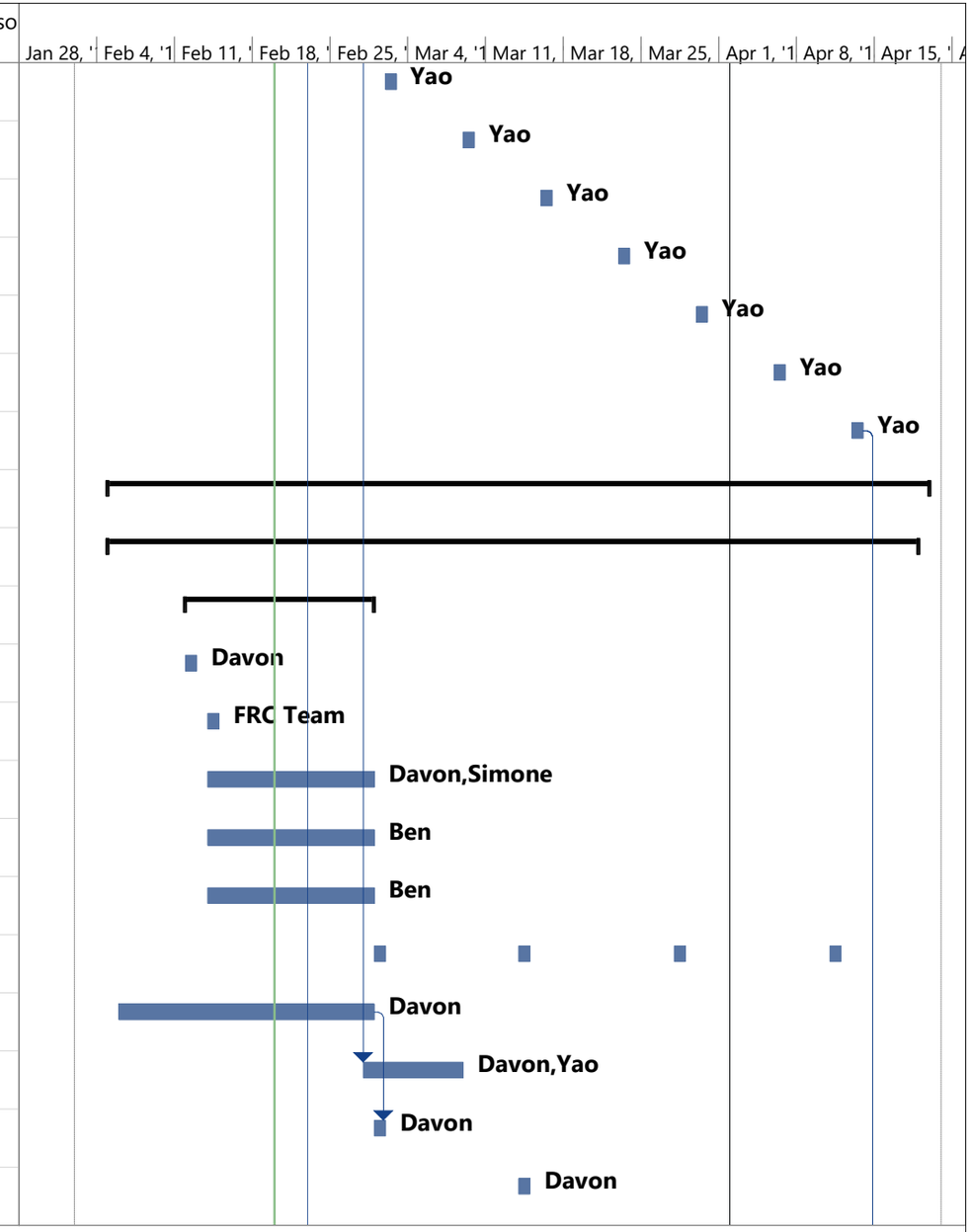
ID	Task Name	Start	Finish	Duration	Predecesso
1					
2	**1 Location Logistics**	**Mon 2/5/18**	**Wed 2/14/18**	**8 days**	
3	1.1 Location - Reserve on Lyric	Mon 2/5/18	Fri 2/9/18	5 days	
4	1.2 Location -Site Visit	Wed 2/14/18	Wed 2/14/18	1 day	5
5	1.3 Location - Sign Contract	Thu 2/8/18	Mon 2/12/18	3 days	3
6	1.4 Location - Thursday Dinner	Fri 2/9/18	Fri 2/9/18	1 day	
7	**2 Summit Speakers**	**Mon 2/5/18**	**Mon 4/2/18**	**41 days**	
8	2.1 Speakers - Round 1 Invitations	Mon 2/5/18	Mon 2/5/18	1 day	
9	2.2 Speakers -Invitation Follow-up	Mon 2/5/18	Thu 2/15/18	9 days	8
10	2.3 Speakers - Round 2 Invitations	Mon 2/19/18	Mon 2/19/18	1 day	
11	2.4 Speakers - Invitation Follow-up	Mon 2/19/18	Fri 3/2/18	10 days	10
12	2.5 Speakers -Round 3 Invitations	Mon 3/5/18	Mon 3/5/18	1 day	
13	2.6 Speakers - Invitation Follow-up	Mon 3/5/18	Fri 3/16/18	10 days	12
14	2.7 Speakers -Speaker Travel Logisitics	Mon 2/5/18	Mon 4/2/18	41 days	
15	2.8 Speakers - Speaker Bios and Photos	Mon 2/5/18	Fri 3/30/18	40 days	
16	**3 Media Design**	**Fri 2/2/18**	**Mon 4/9/18**	**47 days**	
17	**3.1 Contract Position Logistics**	**Fri 2/2/18**	**Tue 2/13/18**	**8 days**	
18	3.1.1 Media - Web, Video and Grphx Job Descriptions	Fri 2/2/18	Mon 2/5/18	2 days	
19	3.1.2 Media - Designer Submission	Mon 2/5/18	Mon 2/5/18	1 day	
20	3.1.3 Media -Designer Review and Selection	Mon 2/12/18	Tue 2/13/18	2 days	



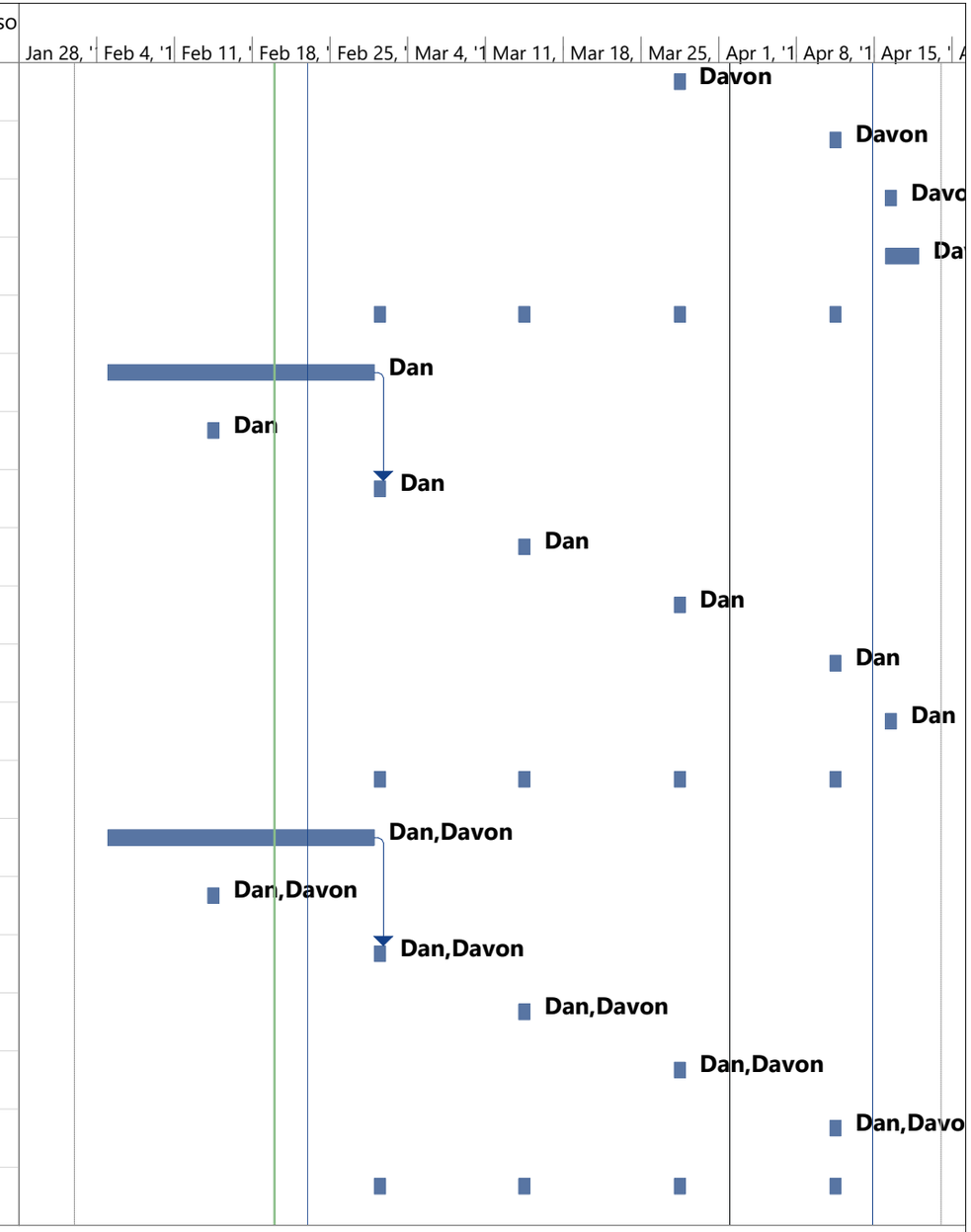
ID	Task Name	Start	Finish	Duration	Predecesso
21	**3.2 Graphic Design**	**Fri 2/9/18**	**Mon 4/9/18**	**42 days**	
22	3.2.1 Graphic - List of Graphic Design Needs 1	Fri 2/9/18	Fri 2/9/18	1 day	
23	3.2.2 Graphic - Meet with Designer	Wed 2/14/18	Fri 2/16/18	3 days	20,22,34
24	3.2.3 Graphic - Graphic Design Process	Mon 2/19/18	Mon 2/26/18	6 days	23
25	3.2.4 Graphic - Graphic Final Approval	Tue 2/27/18	Tue 2/27/18	1 day	24
26	3.2.5 Graphic - List of Graphic Design Needs 2	Mon 4/9/18	Mon 4/9/18	1 day	
27	**3.3 Video**	**Fri 2/16/18**	**Fri 3/30/18**	**31 days**	
28	3.3.1 Video - Finalize List of Video	Fri 2/16/18	Fri 2/16/18	1 day	
29	3.3.2 Video - Meet with Videographer	Mon 2/19/18	Wed 2/21/18	3 days	20,28,34
30	3.3.3 Video - Pre-Event Shoots	Mon 3/12/18	Fri 3/30/18	15 days	29
31	3.3.4 Video - Logo Final Approval	Tue 2/27/18	Tue 2/27/18	1 day	30
32	**3.4 Website Design**	**Mon 2/5/18**	**Wed 2/28/18**	**18 days**	
33	3.4.1 Website - Domain Purchase	Mon 2/5/18	Fri 2/9/18	5 days	
34	3.4.2 Website - Finalize List of Web Design Needs	Fri 2/9/18	Fri 2/9/18	1 day	
35	3.4.3 Website - Website Design Process	Mon 2/12/18	Mon 2/26/18	11 days	
36	3.4.4 Website - Website Final Approval	Tue 2/27/18	Tue 2/27/18	1 day	35
37	3.4.5 Website Launch	Wed 2/28/18	Wed 2/28/18	1 day	36,39
38	**4 Registration**	**Wed 2/21/18**	**Fri 4/13/18**	**38 days**	
39	4.1 Reg- Registration Form Finalization	Wed 2/21/18	Tue 2/27/18	5 days	
40	**4.2 Reg- Registration Report**	**Fri 3/2/18**	**Fri 4/13/18**	**31 days**	**39**



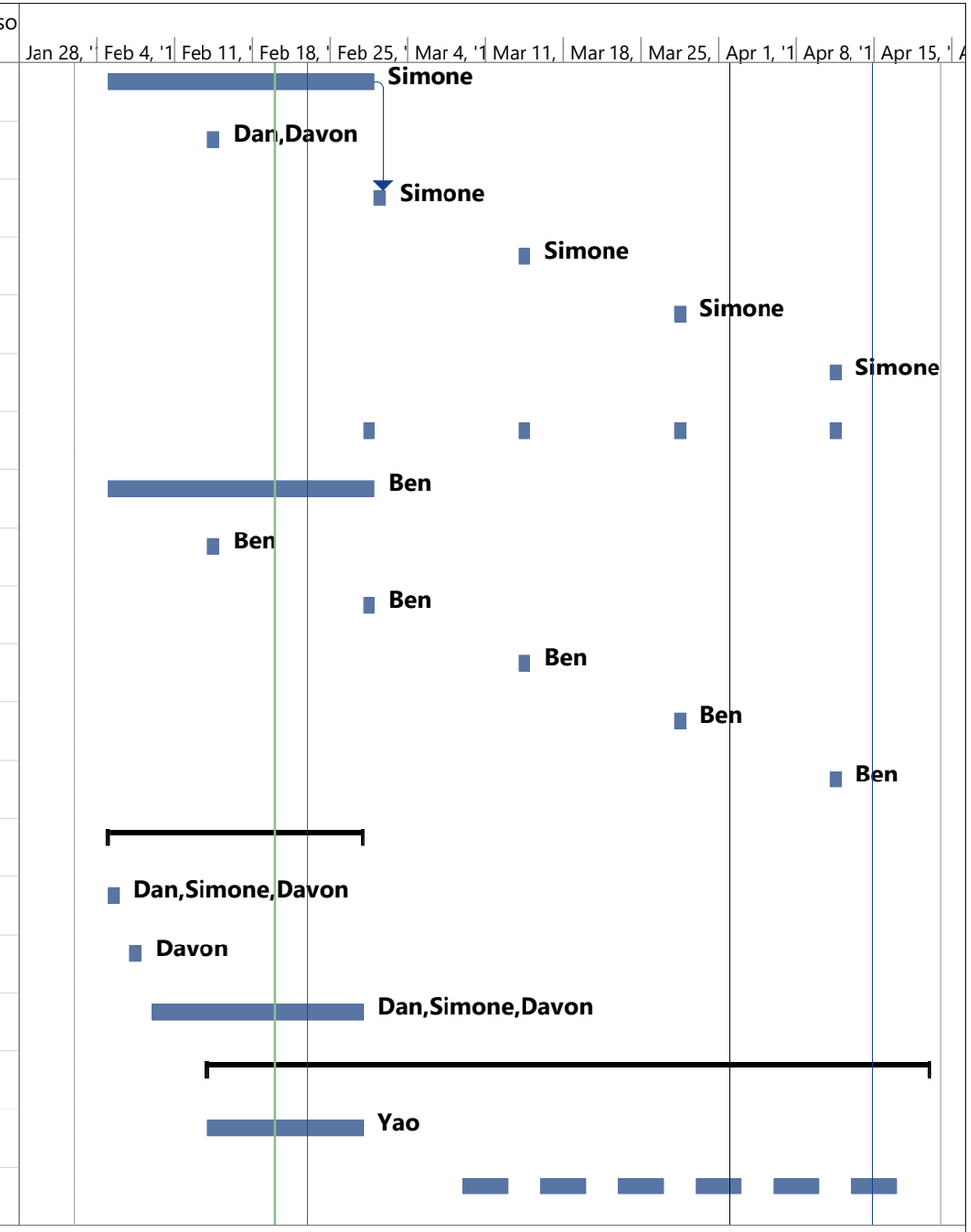
ID	Task Name	Start	Finish	Duration	Predecesso
41	4.2.1 Reg- Registration Report 1	Fri 3/2/18	Fri 3/2/18	1 day	
42	4.2.2 Reg- Registration Report 2	Fri 3/9/18	Fri 3/9/18	1 day	
43	4.2.3 Reg- Registration Report 3	Fri 3/16/18	Fri 3/16/18	1 day	
44	4.2.4 Reg- Registration Report 4	Fri 3/23/18	Fri 3/23/18	1 day	
45	4.2.5 Reg- Registration Report 5	Fri 3/30/18	Fri 3/30/18	1 day	
46	4.2.6 Reg- Registration Report 6	Fri 4/6/18	Fri 4/6/18	1 day	
47	4.2.7 Reg- Registration Report 7	Fri 4/13/18	Fri 4/13/18	1 day	
48	**5 Marketing, Outeach, Communications**	**Mon 2/5/18**	**Thu 4/19/18**	**54 days**	
49	**5.1 M&O- Marketing and Outreach**	**Mon 2/5/18**	**Wed 4/18/18**	**53 days**	
50	**5.1.1 M&O Verbiage**	**Mon 2/12/18**	**Wed 2/28/18**	**13 days**	
51	5.1.1.1 M&O- "Save the Date" Verbiage	Mon 2/12/18	Mon 2/12/18	1 day	
52	5.1.1.2 M&O - "Save the Date" Release	Wed 2/14/18	Wed 2/14/18	1 day	
53	5.1.1.3 M&O- Press Release	Wed 2/14/18	Wed 2/28/18	11 days	
54	5.1.1.4 M&O- Blurbs, General (Bus., Uni., Comm.)	Wed 2/14/18	Wed 2/28/18	11 days	
55	5.1.1.5 M&O- Social Media Verbiage	Wed 2/14/18	Wed 2/28/18	11 days	
56	**5.1.2 M&O - Press Outeach**	**Tue 2/6/18**	**Wed 4/18/18**	**52 days**	
57	5.1.2.1 M&O- Press List	Tue 2/6/18	Wed 2/28/18	17 days	
58	5.1.2.2 M&O- Advertising Plan	Wed 2/28/18	Thu 3/8/18	7 days	22
59	5.1.2.3 M&O - Press Outeach 1	Thu 3/1/18	Thu 3/1/18	1 day	57
60	5.1.2.4 M&O - Press Outeach 2	Wed 3/14/18	Wed 3/14/18	1 day	



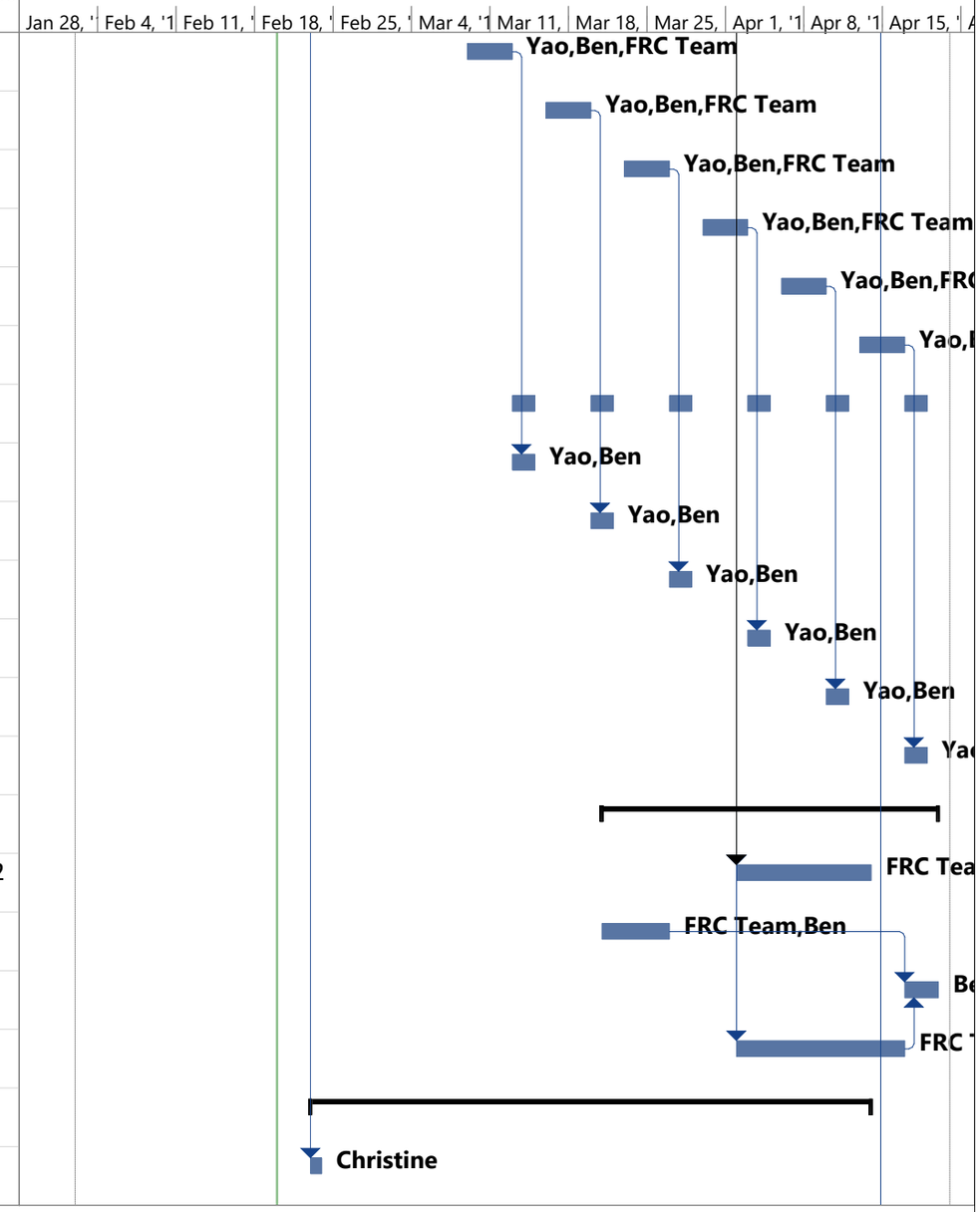
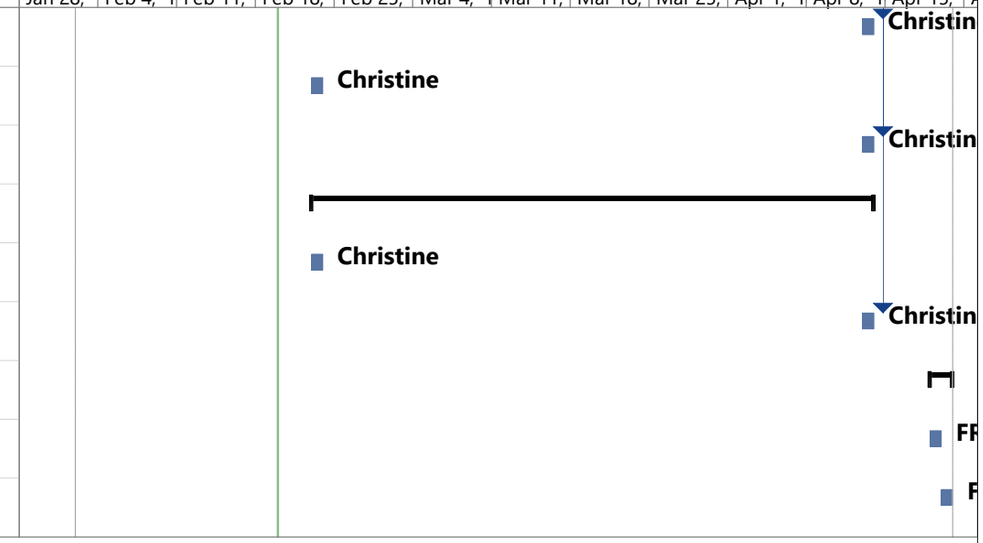
ID	Task Name	Start	Finish	Duration	Predecesso
61	5.1.2.5 M&O - Press Outeach 3	Wed 3/28/18	Wed 3/28/18	1 day	
62	5.1.2.6 M&O - Press Outeach 4	Wed 4/11/18	Wed 4/11/18	1 day	
63	5.1.2.7 M&O- Press Outeach 5	Mon 4/16/18	Mon 4/16/18	1 day	
64	5.1.2.8 M&O - Press Packets	Mon 4/16/18	Wed 4/18/18	3 days	
65	**5.1.3 M&O - Regional University Outeach**	**Mon 2/5/18**	**Mon 4/16/18**	**51 days**	
66	5.1.3.1 M&O- Regional University List	Mon 2/5/18	Wed 2/28/18	18 days	
67	5.1.3.2 M&O- Regional University STD	Wed 2/14/18	Wed 2/14/18	1 day	
68	5.1.3.3 M&O - Regional University Outeach 1	Thu 3/1/18	Thu 3/1/18	1 day	66
69	5.1.3.4 M&O - Regional University Outeach 2	Wed 3/14/18	Wed 3/14/18	1 day	
70	5.1.3.5 M&O - Regional University Outeach 3	Wed 3/28/18	Wed 3/28/18	1 day	
71	5.1.3.6 M&O - Regional University Outeach 4	Wed 4/11/18	Wed 4/11/18	1 day	
72	5.1.3.7 M&O- Regional University Outreach 5	Mon 4/16/18	Mon 4/16/18	1 day	
73	**5.1.4 M&O- VT and NRV Outreach**	**Mon 2/5/18**	**Wed 4/11/18**	**48 days**	
74	5.1.4.1 M&O- VT and NRV List	Mon 2/5/18	Wed 2/28/18	18 days	
75	5.1.4.2 M&O- VT and NRV STD	Wed 2/14/18	Wed 2/14/18	1 day	
76	5.1.4.3 M&O- VT and NRV Outreach 1	Thu 3/1/18	Thu 3/1/18	1 day	74
77	5.1.4.4 M&O- VT and NRV Outreach 2	Wed 3/14/18	Wed 3/14/18	1 day	
78	5.1.4.5 M&O- VT and NRV Outreach 3	Wed 3/28/18	Wed 3/28/18	1 day	
79	5.1.4.6 M&O- VT and NRV Outreach 4	Wed 4/11/18	Wed 4/11/18	1 day	
80	**5.1.5 M&O- Business Outreach**	**Mon 2/5/18**	**Wed 4/11/18**	**48 days**	



ID	Task Name	Start	Finish	Duration	Predecesso
81	5.1.5.1 M&O- Business List	Mon 2/5/18	Wed 2/28/18	18 days	
82	5.1.5.2 M&O- Business STD	Wed 2/14/18	Wed 2/14/18	1 day	
83	5.1.5.3 M&O- Business Outreach 1	Thu 3/1/18	Thu 3/1/18	1 day	81
84	5.1.5.4 M&O- Business Outreach 2	Wed 3/14/18	Wed 3/14/18	1 day	
85	5.1.5.5 M&O- Business Outreach 3	Wed 3/28/18	Wed 3/28/18	1 day	
86	5.1.5.6 M&O- Business Outreach 4	Wed 4/11/18	Wed 4/11/18	1 day	
87	**5.1.6 M&O - Social Media**	**Mon 2/5/18**	**Wed 4/11/18**	**48 days**	
88	5.1.6.1 M&O- Social Media List and Acct. Creation	Mon 2/5/18	Wed 2/28/18	18 days	
89	5.1.6.2 M&O- Social Media STD	Wed 2/14/18	Wed 2/14/18	1 day	
90	5.1.6.3 M&O - Social Media 1	Wed 2/28/18	Wed 2/28/18	1 day	
91	5.1.6.4 M&O - Social Media 2	Wed 3/14/18	Wed 3/14/18	1 day	
92	5.1.6.5 M&O - Social Media 3	Wed 3/28/18	Wed 3/28/18	1 day	
93	5.1.6.6 M&O - Social Media 4	Wed 4/11/18	Wed 4/11/18	1 day	
94	**5.2 Co-Sponsors**	**Mon 2/5/18**	**Tue 2/27/18**	**17 days**	
95	5.2.1 Co-Sponsor List	Mon 2/5/18	Mon 2/5/18	1 day	
96	5.2.2 Co-Sponsor Letter	Wed 2/7/18	Wed 2/7/18	1 day	
97	5.2.3 Co-Sponsor Outreach	Fri 2/9/18	Tue 2/27/18	13 days	
98	**5.3 M&C - Communications**	**Wed 2/14/18**	**Thu 4/19/18**	**47 days**	
99	5.3.1 M&C- Registration Reponses Verbiage	Wed 2/14/18	Tue 2/27/18	10 days	
100	**5.3.2 M&C - Verbiage**	**Fri 3/9/18**	**Mon 4/16/18**	**27 days**	



ID	Task Name	Start	Finish	Duration	Predecesso
101	5.3.2.1 M&C - Verbiage 1	Fri 3/9/18	Mon 3/12/18	2 days	
102	5.3.2.2 M&C - Verbiage 2	Fri 3/16/18	Mon 3/19/18	2 days	
103	5.3.2.3 M&C - Verbiage 3	Fri 3/23/18	Mon 3/26/18	2 days	
104	5.3.2.4 M&C - Verbiage 4	Fri 3/30/18	Mon 4/2/18	2 days	
105	5.3.2.5 M&C - Verbiage 5	Fri 4/6/18	Mon 4/9/18	2 days	
106	5.3.2.6 M&C - Verbiage 6	Fri 4/13/18	Mon 4/16/18	2 days	
107	**5.3.3 M&C- SM/Email/Website Update Comm.**	**Tue 3/13/18**	**Wed 4/18/18**	**27 days**	
108	5.3.3.1 M&C- SM/Email/Website Update Comm. 1	Tue 3/13/18	Wed 3/14/18	2 days	101
109	5.3.3.2 M&C- SM/Email/Website Update Comm. 2	Tue 3/20/18	Wed 3/21/18	2 days	102
110	5.3.3.3 M&C- SM/Email/Website Update Comm. 3	Tue 3/27/18	Wed 3/28/18	2 days	103
111	5.3.3.4 M&C- SM/Email/Website Update Comm. 4	Tue 4/3/18	Wed 4/4/18	2 days	104
112	5.3.3.5 M&C- SM/Email/Website Update Comm. 5	Tue 4/10/18	Wed 4/11/18	2 days	105
113	5.3.3.6 M&C- SM/Email/Website Update Comm. 6	Tue 4/17/18	Wed 4/18/18	2 days	106
114	**5.3.4 M&C - Print Services**	**Wed 3/21/18**	**Thu 4/19/18**	**22 days**	
115	5.3.4.1 M&C - Print Services 1	Mon 4/2/18	Fri 4/13/18	10 days	27,23,22
116	5.3.4.2 M&C - tchotchke selection	Wed 3/21/18	Mon 3/26/18	4 days	
117	5.3.4.3 Attendee Packet Creation	Tue 4/17/18	Thu 4/19/18	3 days	118,116
118	5.3.4.4 M&C - Print Services 2	Mon 4/2/18	Mon 4/16/18	11 days	15
119	**6 Food Services**	**Fri 2/23/18**	**Fri 4/13/18**	**36 days**	
120	6.1 FS- Reservation, Thursday Dinner	Fri 2/23/18	Fri 2/23/18	1 day	6



ID	Task Name	Start	Finish	Duration	Predecesso
121	6.2 FS- Reservation, Thursday Dinner Final Count	Fri 4/13/18	Fri 4/13/18	1 day	47
122	6.3 FS - Food, Friday, Order	Fri 2/23/18	Fri 2/23/18	1 day	
123	6.4 FS - Food, Friday, Final Count	Fri 4/13/18	Fri 4/13/18	1 day	47
124	**7 Hotel Services**	**Fri 2/23/18**	**Fri 4/13/18**	**36 days**	
125	7.1 HS - Hotel Block Reservation	Fri 2/23/18	Fri 2/23/18	1 day	
126	7.2 HS- Hotel Block, Final Count	Fri 4/13/18	Fri 4/13/18	1 day	47
127	**8 Day of Event**	**Thu 4/19/18**	**Fri 4/20/18**	**2 days**	
128	8.1 DOE - Thursday	Thu 4/19/18	Thu 4/19/18	1 day	
129	8.2 DOE - Friday	Fri 4/20/18	Fri 4/20/18	1 day