

Milestone	Responsible	Approve	Count Down	Target Completion (countdown to LS)	TC days	Due Date	Status
Conference Dates						6/21/2018	
Travel			-1967			6/20/2018	
Fundamentals/Kick Off Day			-1966			6/21/2018	
First LS Day			-1966			6/21/2018	
Second LS Day			-1965			6/22/2018	
Establish Venue			-2120		154	1/18/2018	0%
Initial Planning			-2127	Week 23	161	1/11/2018	0%
Establish Venue			-2120	Week 22	154	1/18/2018	0%
Agenda Planning			-1973		7	6/14/2018	0%
Call for Proposals			-2064	Week 14	98	3/15/2018	0%
Agenda			-2022	Week 8	56	4/26/2018	0%
Finalized Agenda			-2003	Week 9	63	5/15/2018	0%
Manage Speakers			-1973	Week 1	7	6/14/2018	0%
Operations			-1973		7	6/14/2018	0%
Planning			-1987	Week 3	21	5/31/2018	0%
Communication			-2049	Week 15	105	3/30/2018	0%
Meetings			-1973	Week 1	7	6/14/2018	0%
Venue Logistics			-1966		0	6/21/2018	0%
Vendor Pricing			-2071	Week 15	105	3/8/2018	0%
Contracts			-2036	Week 10	70	4/12/2018	0%
Determine Room Needs			-1973	Week 1	7	6/14/2018	0%
Food & Beverage			-1966	Week 0	0	6/21/2018	0%
Hotel Information			-1973	Week 1	7	6/14/2018	0%
Seating Assignments			-1973	Week 1	7	6/14/2018	0%
Dinner			-1973	Week 1	7	6/14/2018	0%
Reception			-2050	Week 12	84	3/29/2018	0%
On Site			-1966	Week 0	0	6/21/2018	0%
Registration			-1973		7	6/14/2018	0%
Website			-2049	Week 2	14	3/30/2018	0%
Communication			-1973	Week 1	7	6/14/2018	0%
Registration			-2046	Week 5	35	4/2/2018	0%
Hotel			-1994	Week 4	28	5/24/2018	0%
Attendee Management			-1966		0	6/21/2018	0%
Attendee Lists			-2043	Week 11	77	4/5/2018	0%
Communication			-1973	Week 1	7	6/14/2018	0%
Policy/Guidance Documents (Attendees)			-2057	Week 13	91	3/22/2018	0%
Completed Attendee Lists			-1973	Week 1	7	6/14/2018	0%
Executed Invoicing			-1966	Week 0	0	6/21/2018	0%
Executed Travel			-1994	Week 4	28	5/24/2018	0%
Special (Gifts)			-2001	Week 5	35	5/17/2018	0%
CME			-1973		7	6/14/2018	0%
CME Pre-work			-2029	Week 9	63	4/19/2018	0%
Submit Application			-1994	Week 4	28	5/24/2018	0%
Disclosures			-2001	Week 5	35	5/17/2018	0%
Approval			-1973	Week 1	7	6/14/2018	0%
CME Evaluation			-1994	Week 4	28	5/24/2018	0%
Pre-work			-1973		7	6/14/2018	0%
Pre-work Established			-2008	Week 6	42	5/10/2018	0%
Pre-work Announcement			-2008	Week 6	42	5/10/2018	0%