

Date	Event
<b>Target Conference Dates: Sept 20th - 23rd</b>	
<b>Monday, May 14</b>	
	Create master logistics sheet and send to LAS GNOME team
	Update list of targeted sponsors and targeted attendees
	Set up LAS meetings
<b>Wednesday, May 30</b>	
	Archive old las.gnome.org site and prepare for new one by this date
	Find out how much liability insurance we need and tell Rosanna
	email Patrick about talks@ instead of papers@
<b>Friday, Jun 1</b>	
	Identify venue by this date
	Contact former papers committee
	Draft CfP and LAS update
<b>Tuesday, Jun 5</b>	
	Ask Board for approval for LAS budget
<b>Friday, Jun 15</b>	
	Reserve venue by this date
	Contact targeted attendees
	Confirm papers committee
<b>Wednesday, Jun 20</b>	
	Finish LAS website by this date
	Announce CfP
<b>Friday, Jul 20</b>	
	Papers submission deadline
<b>Wednesday, Aug 1</b>	
	Papers acceptance emails
<b>Wednesday, Aug 15</b>	
	Travel sponsorship announcements
	Order anything that needs to be printed for LAS GNOME