

ACT conference organizing: Task Timeline

Congratulations on organizing an ACT conference! The ACT Steering committee has compiled a list of tasks that need to be completed in order to run a successful conference, and **deadline dates** by which to do them. This list is for guidance purposes only and should not be assumed complete; in particular, the relative success of the conference lies with the organizing committee (hereafter *Organizer*). This document assumes that the conference will take place starting around July 15. It refers to the entity that takes care of finances (budget approval, reimbursements, etc.) as *Finance-Admin* and to the ACT Steering committee as *Steering*.

- I. Establish a venue [September 1]
 - A. Where will sessions take place?
 - B. Where will breaks take place?
 - C. Work with relevant parties to reserve these now.
 - D. Plan out what it takes to have a hybrid conference, to reduce unnecessary travel.
- II. Send preliminary list of proposed sponsors to Steering [October 1]
 - A. Steering should respond by October 15
 - B. If you add sponsors later, update Steering.
- III. Put up preliminary website [November 15] - see the [ACT2019 website](#) for an example.
 - A. Dates
 1. Talk to organizer of CT and QPL conferences, and avoid those weeks
 - B. Venue
 - C. Preliminary conference announcements. **Appropriate sites:**
 1. categories@mta.ca
 2. [Zulip](#)
 3. Ask baez@math.ucr.edu to announce it on the [n-Category Café](#) and elsewhere.
 4. types-announce@lists.seas.upenn.edu
 5. Get Paolo Perrone or someone to put an announcement and a link to your website on the [Applied Category Theory page](#).
- IV. Preliminary budget [November 15]
 - A. Expenditures
 1. Venue
 2. Coffee breaks
 3. Financial aid
 4. Excursion?
 5. Conference dinner?
 6. Swag?
 - B. Revenue

1. Registration fee
2. Sponsorships
- C. Guidelines
 1. Be conservative: overestimate costs, underestimate revenue
 2. Prioritize budget items
 3. Start working with sponsors to see what you can afford
- D. Send budget to Finance-Admin and Steering
- E. Sample budget in Schedule A (Note that your budget may look very different!)
- V. Program committee chairs established [December 1]
 - A. Think inclusively (gender, geographic location, race, and age)
 - B. Find at least two PC chairs who will work with the publisher to edit the final volume. At least one PC chair needs to be an experienced member of the community.
 1. Ask past PC chairs for info:
 - a) 2019: Baez-Coecke
 - b) 2020: Spivak-Vicary
 - c) 2021: Koshida
 - d) 2022: Lewis-Master
 - C. The PC chairs will choose the rest of the committee
 1. 30 – 60 referees
 2. Set up easychair
 3. Establish connection with EPTCS
 4. Call for papers on *appropriate sites* (categories, zulip, n-café, types)
 5. PCs do their job [January 1 – Sept 1]
 - a) This document does not discuss how; ask previous years' chairs
 6. PCs should have decisions to Organizer by June 1.
- VI. Income sources established [December 15]
 - A. Fundraise from approved sponsors
 1. You can get letters from previous years as templates ([link](#))
 2. Fundraise for ACT and for Adjoint school
 3. Aim for buffer of \$1000
 4. You'll put company logos on the website
 5. Discuss ethical issues regarding sponsorships ahead of time, rather than being blindsided later.
 - B. Set up local conference account
 1. Local institution should collect registration fees, sponsorship, etc. (e.g. through Eventbrite or University Conference Services)
 2. Tell Finance-Admin the name of the local organization providing this service and the organizer point of contact
 - C. Relay updated budget to Finance-Admin and Steering
- VII. Updating the website [January 1]
 - A. Start doing this regularly
 - B. Roughly copy previous years
- VIII. Call for participation on *appropriate sites* [February 1]

- A. Make sure there's a place to register on the website
- B. Clarify financial aid situation
 - 1. Don't put these numbers on website
 - 2. Establish application deadline
- C. Announcements should specify deadline for submitting papers (e.g. May 15)
- D. Begin recruiting for the business session (guidelines forthcoming)
- IX. Submit invoices to Finance-Admin [Ongoing]
 - A. Host institution should collect registration fees in a conference account
 - B. It is best to submit as few invoices to Finance-Admin as possible; most should go through local conference account
- X. Submit budget update to Finance-Admin and Steering [May 15]
- XI. Establish program [June 15]
 - A. PC committee should send Organizer results of the refereeing process by June 1.
 - B. Establish a program schedule together with PC Chairs, to include
 - 1. Talks
 - 2. Business session
 - 3. Poster session
 - 4. Community session
 - 5. Adjoint school presentations
 - C. Put the program on the conference website
- XII. Have conference! [July ~15]
- XIII. Submit reimbursement requests to Finance-Admin [September 1]
 - A. Submit final numbers in the same spreadsheet style as the budget
 - B. Submit report justifying any budget overrun
 - C. Financial aid recipients
 - 1. Submit spreadsheet of conference attendees, roles (speaker, adjoint school attendee, etc), email addresses, and travel reimbursement allocations. Finance-Admin will then contact each listed attendee for their payment details and to request receipts for reimbursement, and then perform funds transfers up to the allocated amount.

Schedule A: Sample budget

Note that this budget is provided as a sample only. Your budget may look drastically different, depending on what your university/venue provides for free and what it charges for.

			Note that actual numbers can vary greatly depending on the charges of the local venue for various aspects of the conference.
ACT Conference 2022	Current numbers are totally made up	They are for explanatory purposes only	
Expected number of in-person participants	100		
Expected number of online participants	150		
Expected number of people needing financial aid	18		
Expenditures	Per person	Total	
Venue	-	\$1,500	
Coffee Breaks	\$60	\$6,000	
Financial Aid	\$500	\$9,000	
Excursion	\$20	\$2,000	
Conference dinner	\$60	\$6,000	
Swag	\$10	\$1,000	
Buffer		\$1,000	
Total Expenditure		\$26,500	
Revenue			
Registration Fee	Per person	Total	
In person registration fee	\$140	\$14,000	
Online registration fee	\$15	\$2,250	

Sponsors	Name	Amount	Restrictions
	Eilenberg & MacLane's	\$5,000	
	Cats and Allegators	\$2,000	No spending on alcohol
	Canadian Quantum Computing	\$5,000	
Total Revenue		\$28,250.00	
Revenue - Expenses		\$1,750.00	