ITE Western District Annual Meeting

Communications Schedule

The District LAC Committee has developed a template for communications to members about the Annual Meetings. These communications should be sent out by the WesternITE Managing Editor in coordination with the District LAC Committee Chair and District President.

Month	Topic	E-News	Stand Alone
July	Previous meeting recap, save the date for next meeting	X	
August/ September	Announcement about new web launch, Call for Abstracts, Exhibitor Info, Sponsorships	X	
October	Dedicated announcement about Call for Abstracts	X	X (15th)
November	Reminder about Call for Abstracts	X	
December	Reminder about deadline for Call for Abstracts, Exhibitor Info, Sponsorships	X	X (2 weeks prior & day before abstracts due)
January	Reminder about Exhibitor Info, sponsorships, and registration.	X	
February	Announcement of technical program with meeting registration reminder	X	X (1 week prior to discounted registration deadline)
March	Meeting registration reminder with link to website and article about venue	X	
April	Reminder about early registration deadline and "why to attend" message (smaller blurb for E-news)	X	X (15th)
May	Reminder about hotel room block	X	X (15th)
June	Greetings from President in advance of meeting	X	