Actions, Tasks, and Timelines:

Key Event Action Step	Responsibility	Start Date	Target Completion Date	Performance Metrics
Review the Key Event Action Steps and recommend additions or changes	All Subcommittee members	ASAP	First Q1 Open Board of Directors Meeting	Report to Board of Directors with recommended additions or changes
Review and revise SLA Annual Conference Manual	All Subcommittee members	Within 30 days of the end of the Annual Conference	December Open Board of Directors Meeting	Report to Board of Directors with recommended additions or changes
Determine the content and keynote speakers for the General Sessions	All Subcommittee members	ASAP	ASAP	Report to the Board of Directors with recommendations
Solicit, review, and accept or deny educational session submissions from Communities	All Subcommittee members	ASAP	ASAP, no later than five (5) months before the start of the Annual Conference	List of accepted educational sessions for the Annual Conference
Work with the Community-designated conference planners, Association Committees, and SLA staff to plan and coordinate the overall conference program	All Subcommittee members	ASAP	ASAP, no later than four (4) months before the start of the Annual Conference	Annual Conference program
Act as liaison between the Communities and Association staff	All Subcommittee members	Ongoing	Ongoing	N/A
In all conference matters, work in concert with Association staff	All Subcommittee members	Ongoing	Ongoing	N/A

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