

**IAEE Rocky Mountain Chapter
2010 Calendar – Preliminary**



Board Items	Chapter Items	Industry Support	Operational Deadlines
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Date	Time (if applicable)	Calendar Item	Notes
30 Dec 2009, Wednesday	NA	Commence January Program Registration Process: Expo! Expo! Roundtable Breakfast and Peer-Sharing Session	CVENT. Submit description and links to Jodi for chapter website.
13 Jan 2010, Wednesday	8:30 am - 10:30 am MST	Expo! Expo! Roundtable Breakfast and Peer-Sharing Session	Chapter Educational Program. Location: Doubletree Denver Hotel North, Denver, CO. Breakfast included.
15 Jan 2010, Friday	NA	Commence February Program Registration Process: Sponsorship Sales – Getting Results!	CVENT. (Jim Lynn Memorial/Champion TBD). Submit description and links to Jodi for chapter website.
22 Jan 2010, Friday	12:00 pm MST	January/February Cliff Hanger: Newsletter pieces DUE.	Submit to Bruce for newsletter compilation. Proofing to ensue the following week.
29 Jan 2010, Friday	2:00 pm – 4:30 pm MST	IAEE RMC Board Strategy Meeting 2010 – Part II	Board will revisit and refine chapter strategic direction and priorities for 2010.
3 Feb 2010, Wednesday	9:00 am MST	January/February Cliff Hanger: Publish	Submit finalized newsletter to Jodi with e-mail commentary to publish to IAEE RMC’s site and e-mail to members.
17 Feb 2010, Wednesday	11:00 am – 1:30 pm MST	Sponsorship Sales – Getting Results!	Chapter Education Program. Location: Denver Merchandise Mart, Denver, CO. Lunch buffet.
Feb 2010	TBD	IAEE RMC Board Meeting	
5 Mar 2010, Friday	NA	Commence April Program Registration Process: Lessons Learned from Exhibitors	CVENT. Submit description and links to Jodi for chapter website.
17 Mar 2010, Wednesday	7:30 am – 6:00 pm MST	Meetings Industry Council of Colorado Annual Conference and Trade Show	IAEE RMC is one of the MIC member orgs. IAEE RMC is sponsoring the MIC Technology Panel session.
Mar 2010	TBD	IAEE RMC Board Meeting	
19 Mar 2010, Friday	12:00 pm MST	March/April Cliff Hanger: Newsletter pieces DUE.	Submit to Bruce for newsletter compilation. Proofing to ensue the following week.
7 Apr 2010, Wednesday	9:00 am MST	March/April Cliff Hanger: Publish	Submit finalized newsletter to Jodi with e-mail commentary to publish to IAEE RMC’s site and e-mail to members.
14 Apr 2010, Wednesday	11:00 am – 1:30 pm MST	Lessons Learned from Exhibitors	Chapter Education Program. Location: TBD. Lunch.
16 Apr 2010, Friday	NA	Commence May Program Registration Process: The Art & Science of Tradeshow Marketing	CVENT. Submit description and links to Jodi for chapter website.
Apr 2010	TBD	IAEE RMC Board Meeting	
7 May 2010,	NA	Commence June Program Registration	CVENT. Highlight IAEE Leadership presence

Friday		Process: Reinventing Tradeshow Lifecycles and Trends	and participation. Submit description and links to Jodi for chapter website.
12 May 2010, Wednesday	8:30 am – 11:00 am MST	The Art & Science of Tradeshow Marketing	Chapter Education Program. Location: TBD. Breakfast.
May 2010	TBD	IAEE RMC Board Meeting	
21 May 2010, Friday	12:00 pm MST	May/June Cliff Hanger: Newsletter pieces DUE.	Submit to Bruce for newsletter compilation. Proofing to ensue the following week.
2 Jun 2010, Wednesday	9:00 am MST	May/June Cliff Hanger: Publish	Submit finalized newsletter to Jodi with e-mail commentary to publish to IAEE RMC's site and e-mail to members.
3 Jun 2010, Thursday	NA	Commence August Golf Tournament Registration Process: Don Baughman Golf Tournament	CVENT. Remember optional reg items. Submit description and links to Jodi for chapter website.
16 Jun 2010, Wednesday	1:00 pm – 4:30 pm MST	Reinventing Tradeshow Lifecycles and Trends	Chapter Education Program. Location: TBD. Vinnie Polito was requested as the IAEE Chair Elect to visit the chapter and speak at this program. Snacks and cocktails (at the end of the event).
June 2010	TBD	2011 IAEE RMC Board Strategy Meeting	SWOT and PEST Analysis. Establish priorities, strategies, tactics and preliminary timelines and ownership.
July 2010	TBD	2011 IAEE RMC Program Planning Meeting	Analyze industry trends and successes and areas for improvement for 2010. Propose preliminary 2011 Program schedule and assign leads.
23 July 2010, Friday	12:00 pm MST	July/August Cliff Hanger: Newsletter pieces DUE.	Submit to Bruce for newsletter compilation. Proofing to ensue the following week.
4 Aug 2010, Wednesday	9:00 am MST	July/August Cliff Hanger: Publish	Submit finalized newsletter to Jodi with e-mail commentary to publish to IAEE RMC's site and e-mail to members.
August 2010	7:30 am – 4:30 pm MST	Don Baughman Golf Tournament	Chapter Golf Tournament. Location: Saddleback Golf Club. Breakfast and lunch provided.
6 Aug 2010, Friday	NA	Commence September Registration Process: Vendor Negotiations – Point-Counter-Point	CVENT (Jim Lynn/Champion?). Submit description and links to Jodi for chapter website.
15 Sep 2010, Wednesday	2:00 pm – 4:00 pm	Vendor Negotiations – Point-Counter-Point	Chapter Education Program. Location: TBD. After Hours Drinks
Sep 2010	TBD	IAEE RMC Board Meeting	
24 Sep 2010, Friday	12:00 pm MST	September/October Cliff Hanger: Newsletter pieces DUE.	Submit to Bruce for newsletter compilation. Proofing to ensue the following week.
6 Oct 2010, Wednesday	9:00 am MST	September/October Cliff Hanger: Publish	Submit finalized newsletter to Jodi with e-mail commentary to publish to IAEE RMC's site and e-mail to members.
8 Nov 2010, Monday	NA	Commence December Invitation Process: IAEE RMC Chapter Reception at Expo! Expo!	Submit description to Jodi for chapter website.
10 Nov 2010, Tuesday	12:00 pm – 1:30 pm	Network for the Needy Luncheon	IAEE RMC is one of the MIC member organizations who support this luncheon and drive, benefitting the Food Bank of the

			Rockies. IAEE RMC purchases a table and invites members and volunteers.
Nov 2010	TBD	IAEE RMC Board Meeting	
19 Nov 2010, Friday	12:00 pm MST	November/December Cliff Hanger: Newsletter pieces DUE.	Submit to Bruce for newsletter compilation. Proofing to ensue the following week.
1 Dec 2010, Wednesday	9:00 am MST	November/December Cliff Hanger: Publish	Submit finalized newsletter to Jodi with e-mail commentary to publish to IAEE RMC's site and e-mail to members.
6-9 Dec 2010	All Day	IAEE Expo! Expo!	IAEE RMC attendance and chapter reception.
Dec 2010	TBD	IAEE RMC Board Meeting	