**Suggested GESSS Timeline**

**End November**

* Identify GESSS committee members
* Assign roles by the end of February

**Early March**

* Committee forward proposal to local Division

**End March**

* Governing Council approves proposal
* Book date & venue
* Begin advertising (TAG, Geoz, social media)

**End April**

* Update GESSS website

**End May**

* Send sponsorship letters to former sponsors and new sponsors
* Abstract submissions opens
* Send call for abstracts

**June-July**

* Promote conferences

**Mid September**

* Abstract submission closes

**End September**

* Committee finalises program
* Notify successful speakers / posters

**Mid October**

* Bulletin of abstracts sent for printing

**November**

* Conferences