



## 2007 UTILITY WORKING CONFERENCE “The Future Begins Now”

Amelia Island Plantation, Amelia Island, FL

August 5-8, 2007

### Meeting Responsibilities and Deadlines

#### August 09, 2006

Kick-off meeting, Amelia Island Plantation, Amelia Island, FL

- General Chair, Assistant General Chair, Technical Program Chair and Assistant Program Chair(s) named.
- Golf Chair identified. Responsible for sending golf sponsorship solicitation letters, receiving golf registrations and pairing up foursomes.

#### August 18, 2006

- Meeting theme selected.
- Meeting tracks identified with Track Leaders.

#### September 15, 2006

- All positions of the Organizing Committee are filled, including: Plenary Session Organizer (GC is Chair), General Chair & Special Session Organizer (GC is Chair), Awards Chair and Awards Committee, Fund-raising Chair, Exhibit Chair, Golf Tournament Coordinator.
- Track Organizers and Session Organizers identified.

#### October 06, 2006

- Information to the meetings department at ANS headquarters from the General Chair & Technical Program Chair for inclusion in the first promotional flyer. The flyer should consist of a short letter of introduction to the meeting, an overview highlighting the theme of the 2007 Utility Working Conference meeting and any other highlights, including track titles or topics.
- Letter from General Chair to Utility CEOs, General Managers, VP's and others who might encourage and promote the attendance at the 2007 UWC.

#### November 12, 2006 (Sunday)

- 2007 Utility Working Conference planning committee meeting in the Nambor Room at the 2006 ANS Winter Meeting in Albuquerque, NM, at the Albuquerque Convention Center. Be prepared to discuss the following items:

- ...Lead organizers (track leaders and organizers)
- ...Identify speakers, organizers and chairs (with one alternate chair) for each session.
- ...Identify session titles and summaries.
- ...Plenary topics and speakers
- ...Industry contributors and dates and methods of solicitation.
- ...Call for nominations for awards, including deadlines for submittal for nominations. (December issue of Nuclear News and the next issue of Utility Quarterly)
- ...Session format (panels vs. roundtable discussions)

### December 8, 2006

- Letters of invitations from the General Chair to Plenary Speakers and guest speakers sent out. Copies of letters should be sent to the meetings department at ANS Headquarters.
- Letters of invitation from Technical Program Chair to Session Organizers/Chairs and Speakers for their participation in the program. Copies of the letters should be sent to the meetings department at ANS headquarters.

### January 12, 2007

- Second letter from Technical Program Chair to Session Organizers and Speakers who did not respond to, or accept, the invitation for their participation in the 2007 UWC program.

### February 23, 2007

- Session Organizers send acknowledgment letters from Track Leaders to Speakers thanking them for their agreeing to participate in the 2007 UWC and also addressing the following items:

- ...Brief overview of the responsibilities and expectations of a Speaker including:
  - (A) Encouragement for speakers to attend the full conference
  - (B) Responsibility for paying meeting registration fees, hotel charges and personal expenses.
  - (C) Reminder that in the event a Speaker cannot fulfill his/her obligations as a speaker and must cancel or send a substitute, the Technical Program Chair and Track Organizer must be informed immediately.

- Deadline date (June 29, 2007) for Speakers to send presentation materials and biographical sketches to the Session Organizer.

- Reminder that LCD projectors will be available at the conference for the Speakers

presentations (the Track Organizer is responsible for bringing the LCD projector and laptop for his/her Track).

- Deadline date (July 13, 2007) for hotel reservation and conference pre-registration.

### March 09, 2007

- Deadline date when Session Organizers/Track Organizers need to have uploaded, to the UWC website (or alternate means TBD) the speakers information (i.e. the correct spelling of their name, title, company affiliation and city/state/zip, title of presentation) as it should appear in the Preliminary Program.

### March 16, 2007

- Deadline date when Technical Program Chair needs to provide the following Preliminary Program information ANS headquarters:

...Title of each presentation in the Plenary

...Title and Brief Summary of each Session

...Title of each presentation in each Session

...Names, titles and company affiliations of Plenary Chair, Plenary Speaker, Session Chair and Session Speaker (including for the General Chair and Special Session, if applicable).

### March 23, 2007

- Names, titles and company affiliations of all award recipients due at ANS headquarters.

- Deadline date when ANS headquarters needs to have provided the Preliminary Program information to the printer.

### April 6, 2007

- Deadline date when ANS Headquarters needs to have completed mailing of the Preliminary program, hotel and meeting registration( to Speakers, Session Chairs and planning committee members and other appropriate mailing lists).

### April 20, 2007

- Letters of invitation from Technical Program Chair to the 2007 UWC Organizing Committee to attend the UWC planning meeting at the 2007 ANS Annual Meeting at the Boston Copley Hotel, Boston, MA, on Sunday, June 24, 2007.

### May 11, 2007

- Follow-up letter from the Technical Program Chair to the Session Organizers requesting that they contact speakers for any corrections, substitutions or cancellations for the Final Program, as well as a reminder that conference pre-registration and hotel reservation deadline is July

13, 2007.

May 18, 2007

... Deadline for selecting the recipients of the Leadership Award and Plant Achievement Award(s)

June 15, 2007

- Letter sent to award recipients, inviting them to attend the UWC to receive their awards.
- Notice of award recipients sent to ANS Headquarters for inclusion in Nuclear News and ANS News.

June 24, 2007

...- 2007 UWC Planning Committee meeting at the 2007 ANS Annual Meeting at the Boston Copley Hotel, Boston, MA.

July 13, 2007

- Deadline for Speakers to submit all final presentation material for inclusion in the Conference CD.
- Deadline for hotel reservation and conference pre-registration.
- Final program information to the printer.

August 5, 2007

- Golf Tournament preceding the 2007 UWC

August 5-8, 2007

- 14th Annual Utility Working Conference at Amelia Island Plantation, Amelia Island, FL

August 8, 2007

- Planning meeting for the **2008 Utility Working Conference**.