

ID	Task Title	Task Leader	Start Date	Due Date	Duration (weeks)	Percent completion	Sept		October					November				December				January					February				March				April			
							3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2			
	Create timeline	Gail	Sep/18/2018	Sep/25/2018	1																																	
	Canvass for structural components/ideas - European institutions	Vince	Sep/18/2018	Oct/3/2018	2																																	
	Canvass for structural components/ideas - American institutions	Matt	Sep/18/2018	Oct/3/2018	2																																	
	Canvass for structural components/ideas - Asian institutions		Sep/18/2018	Oct/3/2018	2																																	
	Canvass for structural components/ideas - South American institutions		Sep/18/2018	Oct/3/2018	2																																	
	Canvass for structural components/ideas - African institutions		Sep/18/2018	Oct/3/2018	2																																	
	Create contact list		Matt	Sep/18/2018	Oct/2/2018	2																																
	Potential keynote/plenary speakers	Arturo	Sep/13/2018	Sep/25/2018	2																																	
	Invite selected keynote/plenary speakers	Arturo	Sep/27/2018	Oct/12/2018	2																																	
	Call for proposals distributed through contact list incl. chosen structural components		Oct/18/2018	Nov/15/2018	4																																	
	Review proposals	Arturo	Nov/15/2018	Nov/25/2018	1																																	
	Announce successful proposals	Arturo	Nov/26/2018	Nov/26/2018	0																																	
	Release overall outline of program	Arturo	Dec/3/2018	Dec/7/2018	1																																	
	Call for abstracts	Arturo	Nov/26/2018	Jan/31/2019	9																																	
	Review abstracts (ongoing as they arrive)	Gail	Nov/26/2018	Mar/31/2019	18																																	
	Create programme	Arturo	Apr/1/2019	Apr/15/2019	2																																	
	Post provisional program link on website		Apr/16/2019	Apr/22/2019	1																																	
	Open early registration		Nov/9/2018	Mar/31/2019	20																																	
	Open regular registration		Apr/1/2019	Jul/31/2019	17																																	
	Open late registration		Aug/1/2019	Oct/25/2019	12																																	
	Preliminary budget for PC	Dimitris	Sep/21/2018	Oct/1/2018	1																																	
	Code of Conduct refined for b_n	Gail	Sep/22/2018	Sep/29/2018	1																																	
	Review of Code of Conduct	Dimitris	Oct/1/2018	Oct/15/2018	2																																	
	Post Code of Conduct on website & reference w/registration		Oct/15/2018	Oct/22/2018	1																																	