

## UNC TLT Retreat 2001 Timeline

(as of 2/23/01)

**TimeLine:**

Planning committee identified	2000	done
Meeting schedule set for planning committee	TBD	
Date and location selected	1/15	done
Draft budget submitted to TLT Finance Committee	1/19	done
Draft retreat format submitted to Board	1/24	done
Draft budget/format approved by Board	1/24	done
Meeting room options explored	2/8	done
Reception site options explored	2/8	done
Preliminary announcement sent	2/14	done
Web site created	2/16	done
Accommodation options explored	2/21	done
Accommodations reserved (blocks of rooms held)	2/26	started
Meeting rooms reserved	2/26	started
Detailed budget finalized	2/26	started
Theme, format, tracks, and schedule finalized	2/26	started
Detailed budget/agenda approved by Board	2/28	
Attendee selection process finalized	2/28	
Registration process developed	3/5	started
Web site ready for registration	3/12	
Formal announcement sent to TLT Centers, etc.	3/12	
Facilitators are identified	3/12	
Meeting schedule set for facilitators	TBD	
Recorders are identified/hired	3/12	started
Reception site is reserved	3/14	started
Knowledgebase submission/review process defined	4/12	
Catering and other food arrangements completed	4/20	

Attendee list finalized; attendees are registered	4/20
Feedback form design completed	5/11
Multimedia arrangements completed	5/11
Recording process finalized	5/18
Followup and final report completed	6/30