



MANA Conference Timeline Checklist

Gray items: MANA Board Actions

Black items: Conference Organizer Actions

1.5 to 2 years prior

- MANA Board to solicit for next conference hosts

1 year prior

- Review the MANA Conference Organizing Committee [Guidance Document](#)
- Establish Local Organizing Committee (LOC)
 - Include MANA VP and Treasurer
 - Appoint Task leaders
- Secure venue/reserve dates
- Estimate budget
- Consider travel logistics and lodging options
- Initiate website development
- Define scientific program structure (theme is optional)
- Create participant list for Scientific Organizing Committee (SOC)
 - Include 4 MANA Board members: 2 BOD, plus VP and Treasurer
 - Include 2-3 Early Career Members
 - Request MANA Board approval

10 to 11 months prior

- Convene SOC
 - Create task groups
- Select and invite plenary speakers
- Draft a conference schedule that prioritizes interaction
- Set Hard deadlines (see target timeline below, request MANA Board approval):
 - Call/close for Workshops and Interactive forums, Date: _____
 - Call for abstracts and open registration, Date: _____
 - Close oral presentation submissions, Date: _____
 - Close poster presentation submissions, Date: _____
 - Close early-bird registration rates, Date: _____
 - Attendee notification deadline for Workshop/Forums, orals, posters, sponsors, Date: _____



- Close registration, Date: _____
- Continue website development
- Initiate communication with corporate members via the MANA Treasurer
 - Provide conference opportunity details for sponsor engagement (e.g. booths, breakfast/lunch sessions, evening receptions, etc)

9 months prior

- MANA Executive committee ensures abstract/registration software agreement is up to date. Need to know if both Abstract and Registration modules will be used by the conference organizers.
 - Software MUST incorporate automatic email confirming Registration and Abstract submission
- Draft abstract submission form
- Define abstract review process
 - Oral abstracts shall be reviewed double-blinded, by at least 3 SOC reviewers. Allocate 4 for assurance. All abstracts requesting review, must be reviewed.
 - Oral speakers shall be chosen based on scores, however it is important to consider diversity of program as well. This includes diversity of scientific topic, race, age, gender and institution. Actively avoid a homogeneous program.
 - Submit final oral presenter list, abstract review ratings and proposed program to SOC for approval before invitations are sent.
 - Poster abstracts can be reviewed by the local organizers to ensure appropriate for a MANA conference.
- Draft Registration template in collaboration with MANA Secretary and MANA Membership committee
 - Include a Code of Conduct agreement
 - Include a Presenting Author identifier (e.g. checkbox)
 - Include pronouns option
 - Include award opportunities and placeholders for Workshops and forums
- Coordinate with Awards Committee to finalize award information, applications, deadlines and judging plans
- Coordinate with ECM Council on events in planning
- Begin Conference advertising (MANA members email via MANA President, MetaboNews, Metabolomics Society, Twitter (MANA and MANA ECM), etc).
- Update website - Include:
 - plenary speakers
 - award opportunities and judging rubrics
 - offer proposed agenda, including:
 - MANA membership meeting
 - ECM Awards Lecture (2 speakers)



- Womix Mentorship Lecture
- Lightning Talks

7 to 8 months prior

- Abstract/registration Software training with MANA Secretary for:
 - abstract submission and review
 - registration
- **Hard Deadline:** Call for Workshop (educational/didactic) and Interactive (discussion) forum proposals
 - Date: _____
 - Define a proposal template
 - Determine a proposal vetting process
 - Open call for 1 to 1.5 months. Specify in the call the difference between Workshops (educational) and Interactive (discussion) Forums
- **Hard Deadline:** Close Workshop and interactive forum proposal
 - Date: _____
 - Review Workshop/forum proposals w/in 2-3 weeks
 - Notify Workshop/forum hosts

6 months prior

- **Hard Deadline:** Open abstract submission and registration
 - Date: _____
 - Close orals in 1.5 to 2 months
 - Close posters in 3 months
- Update website - include workshops/forum info, update proposed agenda

4 months prior

- **Hard Deadline:** Close oral presentation submissions
 - Date: _____
- Review abstracts w/in 2-3 weeks using defined process with SOC
- Notify oral presenters

3 months prior

- **Hard deadline:** Close poster submission
 - Date: _____



- If conference capacity has not been exceeded, poster abstract submission can be extended for late-breaking abstracts.
- Close Travel Award option, Date: _____
- Close Lightning Talk option
 - Date: _____
 - Confirm eligibility and diversity (e.g. Early Career Member, pronouns)
 - Lightning Talks are selected from abstracts submitted for oral or poster presentation by MANA Awards Committee
 - Provide MANA Awards Committee with full applicant information (including pronouns) in spreadsheet for awards judging
 - Remove abstracts that have been selected for an oral presentation, including the ECM Award presentations
 - Those not selected for a Lightning Talk shall be offered a poster presentation
- Notify poster and Lightning Talk presenters
- Update website with final agenda of oral presentations

2 months prior

- **Hard deadline:** All presenter and sponsor notifications shall be completed
 - Date: _____
 - Provide presentation instructions to all speakers and poster presenters
- Solicit session moderators
- Update website with finalized agenda

1 month prior

- Solicit judges for Lightning Talks, Best Poster and Service Core Presentation
- Provide MANA Awards Committee with full applicant information (including pronouns) in spreadsheet for awards judging
- Create an Awards Judging master sheet
 - Confirm eligibility for the selected award(s), (e.g., Early Career Member)
 - Each presentation shall have at least 3 judges
 - Limit posters to no more than 3 posters/hour/judge
- Determine judging method (e.g., excel spreadsheet, google form, etc.)
- Coordinate with Awards Committee for rubric templates, to collect reviews and determine awardees
- Submit Awards Judging Master sheet to Awards Committee for approval
- Notify judges of assignments and judging methods/rubrics minimum 1 week ahead of conference start date
- Participate in post-conference survey draft

Commented [1]: Awards Committee Responsibilities



1 week after

- Conference survey disseminated to ALL MANA members

1 to 2 months after

- Attend Board meeting for a debriefing and lessons learned

