

# Organization plan

## Planning committee

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## Event background

[2014 Event Planning](#)

## Goals and objectives

Organize the OCUL Curation Community Summit 2015 for approximately 60 attendees sometime in October.

## Constrains

No budget.

## Schedule management plan

Milestones	Planned finish date	Complete%	Notes
Initial meeting for the planning committee	June 18, 2015	100%	
Generate theme ideas and approve them	July 6, 2015	100%	
Secure budget for catering	June 30, 2015	100%	will cover lunch and 2 breaks
Secure budget for one speaker	July 31, 2015	0%	will probably give up on this
Create event page	August 1, 2015		
Send out call for proposals	August 15, 2015		
Select speakers	September 15, 2015		
Marketing the event			
Confirm catering	October 6, 2015		
Day of the event	October 16, 2015		

## Schedule 1 (tentative)

title	speaker	time
Registration		9:30-10
Keynote		10-10:30
session 1		10:30 - 11
break		11-11:30

session 2		11:30-12
session 3		12-12:30
lunch		12:30-1:30
vendor 1		1:30-3
break		3-3:30
vendor 2		3:30-5

## Schedule 2 (tentative)

title	speaker	time
Registration		9:30-10
Keynote		10-10:45
break		10:45-11:15
session 1		11:45-12:15
session 2		12:15-12:45
lunch		12:45-1:45
session 3		1:45-2:15
session 4		2:15-2:45
break		2:45- 3:15
vendor1/vendor2		3:15-4:45
close		4:45-5