Timing	Recommendation	2023 Workshop Process
2+ years from Workshop Date	-notify host institution a minimum of 2 years in advance -call for workshop hosting proposals should be sent out shortly after the conclusion of the latest FUN Summer Workshop	-June 1 2021 FUN email asking for interest -June 4 2021 WWU Behavioral Neuroscience program (BNS) sent short email indicating interest -July 9 2021 BNS sent official letter of interest -June/July canvased for local faculty interest from outside of BNS -August 27 2021 BNS sent to FUN detailed responses to committee questions and site photos -September 7 2021 FUN selected WWU for the summer 2023 workshop
18+ months from workshop date	Confirm campus facilities and housing (check with conference services if office is available on your campus) Select workshop dates based on local availability of housing and campus facilities.	-Fall 2021 local planning committee began talks with conference services -due to return to COVID, staffing levels in conference office, housing office, etc. was minimal -delayed until Spring 2022 to meet with offices and determined more efficient for local organizing committee to take on conference planning
12-18 months from workshop date	Starting the year prior to the Summer Workshop, a local organizing committee member should be involved (potentially Chair) the FUN Workshop committee and ideally participate on the FUN Education Committee as well to participate in the Workshop Program planning and liaise with other local planning members.	-Spring 2022 questions of who determines programming and who was leading FUN Education Workshop Committee -Fall 2022 Jackie Rose at WWU agreed to Co-Chair Education Committee and Chair FUN Workshop Committee
18+ months from workshop	Begin organizing who from FUN Education Committee will participate in submitting for external funding (submission should happen during Fall prior to Summer Workshop) NSF IUSE is a core NSF STEM education program that provides conference funding (under $50K). Connect with relevant Program Director at least one year prior to Workshop. Prepare a total cost estimate and provide a detailed budget (this will help with funding requests) Submission of funding requests early so that decision is known prior to advertising Workshop allows for planning of known stipends, salary for local support, travel awards, etc., prior to registration.	-Spring 2022 questions of fundraising were received by local committee and was unclear who oversees Workshop fundraising -was informed that a mix of local and FUN committees were responsible for fundraising -Local committee discussed applying for external funding
12+ months from Workshop	Begin regular meetings with local and FUN Education committees to develop Workshop theme and general workshop programming Add Workshop information to FUN website Coordinate any special excursions as often times these require advance booking for large groups.	-August-October 2022 local organizing committee finalized dates and prepared cost estimate after multiple discussions with local conference services -September 2022 were first local and FUN Education Workshop Committee meetings discussing workshop

6+ months from Workshop	Local committee should begin reaching out to campus fundraising partners including Administrators, Alumni Offices, etc. Local fundraising will typically be for the same fiscal year so work on external fundraising should precede. Release preliminary program Open Registration and abstract submission website at FUN webpage (many need to register in advance of applying for travel funds)	-Jan 2023 - local organizing committee and FUN Education Workshop committee begin meeting biweekly -Feb 2023 - local organizing committee began detailed budgeting process -Feb 2023 - FUN Summer Workshop information added to FUN webpage -March 2023 - local committee began fundraising from local sources (Dean's office, Provost, etc.).
3+ months from Workshop	-order any sign printing, poster boards, etc.	-May 2023 abstract submission and registration site are activated on FUN Webpage -purchase/design of T-shirts, etc. -Coordinate student schedule -hire students to secure for workshop dates
1+ weeks from Workshop	Print or supply QR codes to program	-June 2023 local committee compiled program to include maps, resources, housing instructions and transportation information.