

## SC DOE Exhibit Booth Planning Schedule

**Booth #1939**

<b>JUNE</b>	<b>When</b>	<b>Notes</b>
Begin telecons	Week 1	Done
Booth design begins	Week 1	Done
Email lists for team setup	Week 1	Done
Participation requests - define how to collect	Week 3	Done
<b>JULY</b>	<b>When</b>	<b>Notes</b>
Internal webpages available	Week 3	Done
Participation request system designed/tested	Week 3	Done
Equipment requirements assess	Week 3	Done
Electric requirements assess	Week 3	Done
Network requirements assess	Week 3	Done
Conference registration opens	7/23	Done
<b>AUG</b>	<b>When</b>	<b>Notes</b>
ePoster hardware/software finalized	Week 2	Done
Monitor for featured presenters finalized	Week 2	
Time slots for each booth area defined	Week 2	
ePoster templates created	Week 2	Done
ePosters - collection begins	Week 2	All - work with Kevy @ Group Delphi
Graphics panel images & logos - collection begins	Week 2	All - work with Kevy @ Group Delphi
Infographics for DOE labs - begin	Week 2	All
Lab summaries for brochure, etc - collection begins	Week 2	All - work with Karen @ Sandia
Data Science Center demos - requirements finalized	Week 4	
Booth design completed	Week 4	
Equipment requirements finalized	Week 4	
Electric requirements finalized	Week 4	
Network requirements finalized	Week 4	
scdoe.info transfer from ORNL to ANL completed	Week 4	Blaise/Beth
SCinet requests open	???	
<b>SEP</b>	<b>When</b>	<b>Notes</b>
Deliver lab logo and visualization image	9/5	All - work with Kevy @ Group Delphi
ePosters - upload ePoster 1 w/associated files	9/5	All - work with Kevy @ Group Delphi
ePosters - upload ePoster 2 w/associated files	9/12	All - work with Kevy @ Group Delphi
ePosters - upload ePoster 3 w/associated files	9/19	All - work with Kevy @ Group Delphi
ePosters - upload ePoster 4 w/associated files	9/26	All - work with Kevy @ Group Delphi
Booth external webpages - begin creation	Week 3	Beth/Blaise + others
Feature presenters - recruitment begins	Week 3	All
Demo stations - recruitment begins	Week 3	All
Round tables - recruitment begins	Week 3	All
3D TV simulations - collection begins	Week 3	All
Booth staffing - recruitment begins	Week 3	All
Graphics panel images & logos - finalized	Week 4	
Infographics for DOE labs - finalized	Week 4	
Lab summaries for brochure, etc - finalized	Week 4	
SCinet requests deadline	???	*deadline
<b>OCT</b>	<b>When</b>	<b>Notes</b>
ePosters - upload ePoster 5 w/associated files	10/3	All - work with Kevy @ Group Delphi
ePosters - upload ePoster 6 w/associated files	10/10	All - work with Kevy @ Group Delphi
ePosters, logo, viz image drop dead date	10/10	*deadline
Registration deadline before late fees	10/16	*deadline
ePoster reviews	10/13-10/31	All - work with Kevy @ Group Delphi
Feature presenters identified	Week 3	

Demo station participants identified	Week 3	
Round table participants identified	Week 3	
3D TV simulations - collection finalized	Week 3	
Electric needs: coordinate with convention center??	Week 3	
Feature presenter schedule finalized	Week 4	
Demo station schedule finalized	Week 4	
Round table schedule finalized	Week 4	
3D TV simulations - schedule finalized	Week 4	
Booth staffing schedule finalized	Week 4	
Hotel reservations - last day	???	*deadline
Shipping activities/dates finalized	Week 4	
Booth setup & take down schedule finalized	Week 4	
Booth external webpages - open to public	Week 4	
<b>NOV</b>	<b>When</b>	<b>Notes</b>
ePosters - final testing by Group Delphi	11/3-11/7	
Booth setup	11/13 - 11/16	
Press tour	11/17 6-7pm	
Opening Gala	11/17 7-9pm	
Exhibition open	11/18 10am-6pm	
Exhibition open	11/19 10am-6pm	
Exhibition open	11/20 10am-3pm	
Booth dismantle	11/20 3pm-	
Booth dismantle	11/21 8am-noon	