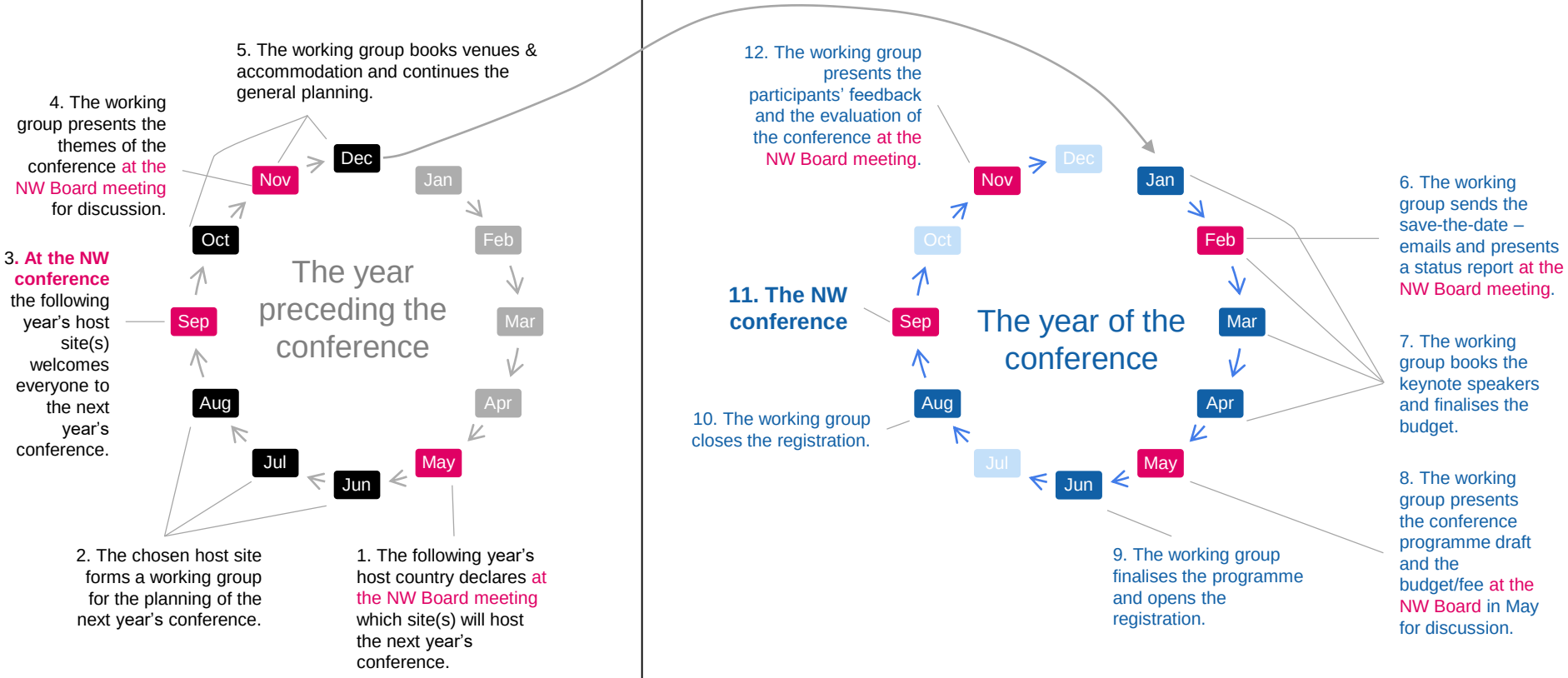
The year preceding the conference
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
1. The following year's host country declares at the NW Board meeting which site(s) will host the next year's conference.
2. The chosen host site forms a working group for the planning of the next year's conference.
3. At the NW conference the following year's host site(s) welcomes everyone to the next year's conference.
4. The working group presents the themes of the conference at the NW Board meeting for discussion.
5. The working group books venues & accommodation and continues the general planning.
The year of the conference
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
6. The working group sends the save-the-date – emails and presents a status report at the NW Board meeting.
7. The working group books the keynote speakers and finalises the budget.
8. The working group presents the conference programme draft and the budget/fee at the NW Board in May for discussion.
9. The working group finalises the programme and opens the registration.
10. The working group closes the registration.
11. The NW conference
12. The working group presents the participants' feedback and the evaluation of the conference at the NW Board meeting.