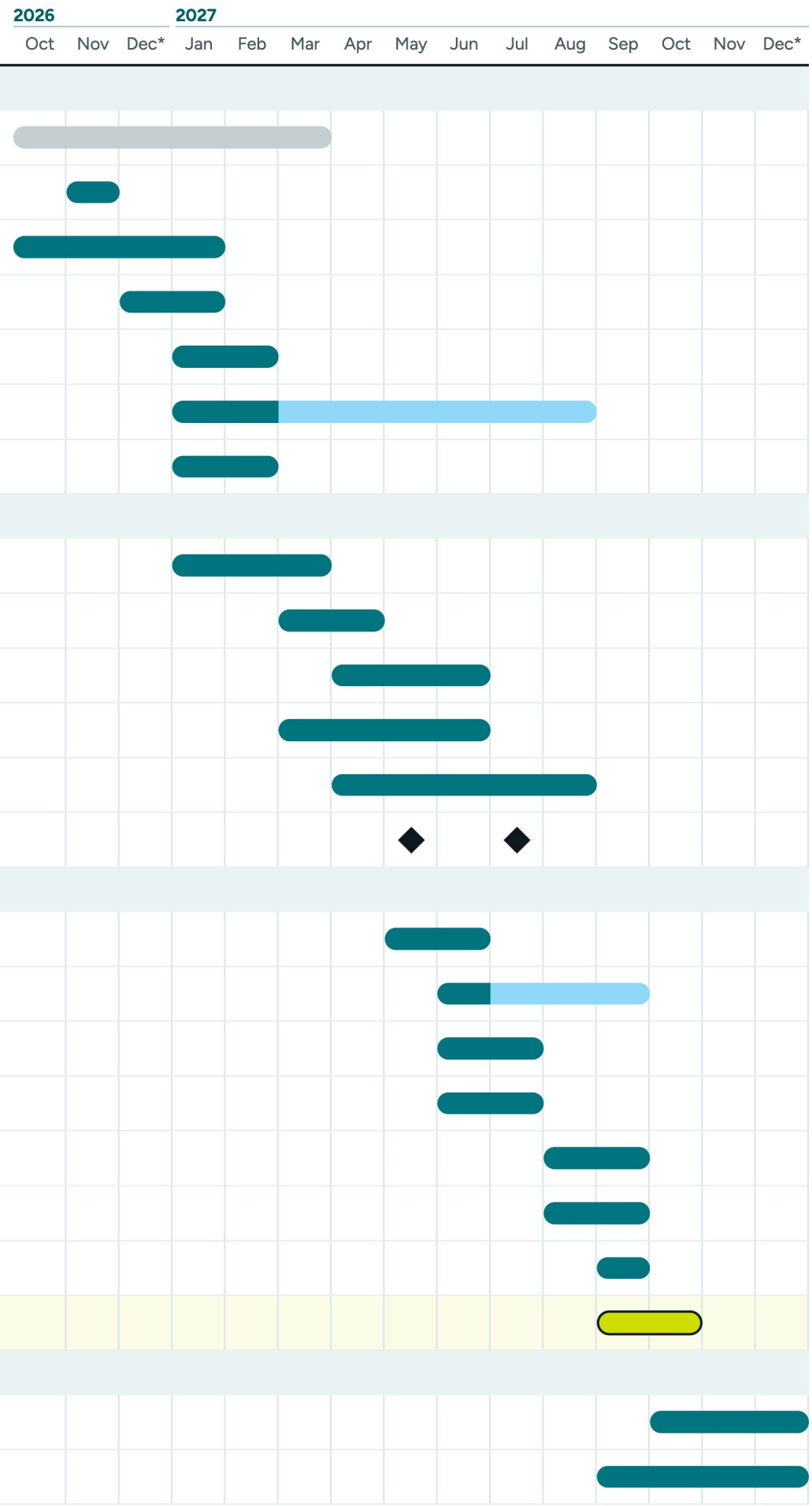
2027 Annual Conference Planning Timeline

Draft for board and committee review. Target: late September or early October 2027, with Denver and Salt Lake City as the leading city options. City and venue work begins as soon as the last Near + Now venue is final.

PMJA
Draft for discussion
Oct 14, 2026

MILESTONE	WHEN	OWNER (PROPOSED)
NOW TO FEBRUARY: LOCK THE FOUNDATION		
Near + Now series wraps up	Through Mar 2027	**Staff**
Hold retreat dates on calendars	Nov 2026	**Board** · All staff
City, venue and hotel contracted	Now to Jan	**Christine, Belinda**
Theme selected	Dec to Jan	**Committee** · Belinda
Logo and conference look	Jan to Feb	**Committee** · Belinda
Sponsor prospectus and fundraising	Jan, then ongoing	**Joint** · Belinda
Host partner secured	Jan to Feb	**Committee** · Christine
JANUARY TO JULY: BUILD THE PROGRAM		
Call for session proposals	Jan to mid-Mar	**Committee** · Aubrey
Board retreat: choose sessions	Late Mar to Apr	**Board** · All staff
Speakers contacted and confirmed	Apr to Jun	**Board** · Aubrey
Power Ups: day-before training events	Late Mar to Jun	**Board** · Aubrey
Side Gigs: AMAs, roundtables, meet-ups	Apr to Aug	**Committee** · Belinda
Board election and new members seated	Elect May, seat Jul	**Board**
MAY TO EARLY OCTOBER: OPEN THE DOORS AND DELIVER		
Scholarships open	May to Jun	**Committee** · Belinda
Registration open	Jun to Sep	**Committee** · Belinda
Draft schedule released	Jun to Jul	**Committee** · Belinda, Aubrey
Host event scheduled	Jun to Jul	**Committee** · Christine
Virtual sessions run before the event	Aug to mid-Sep	**Board** · Aubrey
Final counts, menus, badges, travel	Aug to Sep	**Committee** · Belinda
Dine arounds confirmed	Early Sep	**Committee** · Belinda
Annual conference	**Late Sep/early Oct**	**Joint** · All staff
AFTER THE CONFERENCE, AND 2028		
Evaluations, retro and report	Oct to Dec	**Joint** · Belinda
2028 city and venue: DC	Fall 2027	**Christine, Belinda**



Work window · Ongoing work · Conference · Already on the calendar · ◆ Board election and seating

Joint means board and committee share ownership. Owners are proposed. Near + Now runs through March 2027, so venue, theme, and the call for proposals overlap with that series. * December is a holiday slowdown.