

Thank you for selecting AgendaPop for your event. Refer to this timeline for developing your app. Staying committed to this schedule as well as our workflow will ensure a smooth process. We strongly recommend that you **print this page** and check off the items as you complete them.

8+
weeks out

- Commit to one primary point person and inform AgendaPop.** Who is your backup?
- Determine organizer code for the AgendaPop login page** (example: an acronym or catchword)
- Produce launch screen images** (see "Graphic Requirements" sheet)
- Select menu header color** (see "Customization Options" sheet for details)

6-8
weeks out

- Solicit ad images from sponsors, upload to AgendaPop Dropbox** (see "Ad Sponsorships" sheet for details)
 - Full-screen ads - must have all 3 sizes!
 - Banner ads (horizontal 640 x 100)
- Connect AgendaPop with registration provider** (if applicable)
- Submit gamification rules and point values** (if applicable; see "Gamification: sheet")

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|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Get started on the Excel templates / upload to Dropbox <input type="checkbox"/> Program information (sessions with speakers) <ul style="list-style-type: none"> <input type="checkbox"/> Session titles & times <input type="checkbox"/> Session descriptions <input type="checkbox"/> Speaker bios/headshots <input type="checkbox"/> Posters (authors, text) <input type="checkbox"/> Presentations/slides <input type="checkbox"/> Room locations | <ul style="list-style-type: none"> <input type="checkbox"/> Attendee / delegate information <ul style="list-style-type: none"> <input type="checkbox"/> First names and last names <input type="checkbox"/> Job titles & organizations <input type="checkbox"/> Emails <input type="checkbox"/> Credentials (e.g. PhD, MD) |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Exhibitor/sponsor information <ul style="list-style-type: none"> <input type="checkbox"/> Company names <input type="checkbox"/> Website URLs <input type="checkbox"/> Company details <input type="checkbox"/> Logos <input type="checkbox"/> Booth locations <input type="checkbox"/> Contact info (email/#) | <ul style="list-style-type: none"> <input type="checkbox"/> Events/Activities (no speakers) <ul style="list-style-type: none"> <input type="checkbox"/> Event names / times <input type="checkbox"/> Room locations <input type="checkbox"/> Track names |
|---|--|

4
weeks out

- Surveys / Evaluations**
 - Session questions
 - Open-ended
 - Live Polls: Reach out to speakers / get questions
 - General survey
 - CEU Codes?
- Announcements / Push notifications**
 - Pre-populate (advance scheduling)
- Activity Feed and/or Public/Private group chats**
- Create Twitter default tweet/hashtag** (see "Customization Options" sheet for details)

- Common items**
 - WiFi info
 - Social media links
 - Venue floor plan
 - Exhibit floor plan
- Tip: Make your PDFs easy to read. Use at least 18 point type for text, and 24-30 point type for headings.*
- Optional items**
 - Local attractions
 - Nearby restaurants
 - Welcome message
 - Food allergy info
- Confirm order of items on Home / Tracks menus**

2
weeks out

- Test the app with your team and AgendaPop to ensure accuracy and quality control**
- Promote availability of the app to attendees / Distribute mobile app guide with download instructions**
 - Tip: Maximize attendee adoption by publicizing app prior to event via website, registration confirmation and e-mail reminders*