

## NDIA Event Planning Checklist

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3/4/2011

<b>Event Name</b>	<b>WPI Robotics Conference</b>
<b>Event Number</b>	
<b>Date of Event</b>	10/18/2007
<b>City/Area</b>	Worcester, Mass
<b>Site</b>	Worcester Polytechnic Institute
<b>Planning Theme/Title</b>	Robotics Trend Awareness Concurrent with WPI Open House/Announcement - 1st Robotics UGrad degree Pgm
<b>NDIA Director</b>	Mike Dauth
<b>NDIA Meeting Planner</b>	TBD
<b>Committee POC</b>	Mike Gitlen/Jesse Erlich
<b>Sponsor POC</b>	Mike Gennert WPI

	Agency	POC	Prior to / After			Notes/Actual Date Completed
			Meeting Date	Optimum NLT Date	Agreed NLT Date	
<b>Determine Theme/General Location</b> Trend Awareness Must Hear Speakers 1st Robotics UGrad Degree Pgm	Cmte	Gitlen Erlich Gennert	12 Months	10/18/2006	2/15/2007	Logic - partner with existing event to "cut teeth" on conference preparation (WPI to be a mini National) and simultaneously plan for Fall 2008 event proposed for Carnegie Mellon University - Pittsburgh.
Initial Site Selection	NDIA		11 Months	11/17/2006		
Prepare Budget	NDIA		9 Months	1/21/2007		
<b>Develop Proposed Program</b> Single day single sessions (non concurrent) with WPI academic announcements in early morning allow for balance of day devoted to technology.	Cmte	Gitlen Erlich Gennert	9 Months	1/21/2007		
<b>Identify Proposed Speakers</b> Ellen Purdy (JT Ground Robotics Enterprise) Dean Kamen (Pres/Founder DEKA, Segway, FIRST) David Heedner (VP GD Strategic Planning) Dan Kara (President, Robotics Trends) Rod Brooks (MIT - Director Comp Sci & AI) TBD iRobot TBD Foster-Miller TBD WPI TBD CMU Deval Patrick/Tim Murray (MA Gov/Lt Gov)	Cmte	Gitlen Erlich Gennert	8 Months	2/20/2007		
<b>Sponsor Approves Proposed Program</b> Mike Gennert to present to WPI Board	Cmte	Gennert	8 Months	2/20/2007		
<b>Determine Security Classification</b> open to public	Cmte	Dauth	8 Months	2/20/2007		