

**Deadlines are firm and must be met in order to ensure a successful program.**  
Societies experiencing difficulty meeting a deadline should contact AUA **prior to** the deadline date to request assistance.

## Planning Timeline

<b>Monday, October 13</b>	<b>Meeting Request Form due</b>
<b>Monday, November 3</b>	<b>COI Disclosures for Program Chairs &amp; Planning Committee due</b>
<b>Wednesday, December 3</b>	Early-bird AUA2026 Registration opens
<b>Friday, December 12</b>	<b>CME Applications, program content and preliminary speakers list due</b>
<b>Friday, December 19</b>	AUA to send Meeting Request approvals and invoice to be paid within 30 days. Invoice reflects non-refundable \$350 Admin Fee. See Guidelines for more info.
<b>Friday, January 23</b>	AUA to send meeting space assignments, drawings, and exhibitor table placement (if applicable) to initiate the specification review cycle ( <i>tentative date</i> ). Admin Fee must be paid in full to receive space assignment.
<b>Wednesday, February 4</b>	<b>Round 1 meeting space specification revisions due to AUA</b>
<b>Monday, February 16</b>	<ul style="list-style-type: none"> <li>- <b>Final program due</b> (as it should appear in printed publications/speakers final)</li> <li>- <b>COI Disclosures due for all meeting faculty</b></li> </ul>
<b>Thursday, February 19</b>	<ul style="list-style-type: none"> <li>- Early-bird Registration closes</li> <li>- Round 1 updated specifications sent by AUA to Societies for revisions</li> </ul>
<b>Wednesday, March 11</b>	<b>Round 2 final and signed specifications confirming all meeting space requirements, exhibitor tables, and order requests due to AUA</b> Space is released for unconfirmed programs and activities
<b>Late-February</b>	Orchestrate File Management System Opens
<b>Thursday, March 19</b>	AUA distributes final specifications and floor plans to venues
<b>Friday, March 27</b>	<b>F&amp;B orders due to Aramark at WEWCC</b>
<b>Monday, April 6</b>	<b>COI Mitigation Due</b> (presentation files for COI peer review and/or attestations) Required for speakers with financial relationships deemed relevant to content
<b>Thursday, April 9</b>	<ul style="list-style-type: none"> <li>- <b>Electrical and/or internet orders due to WEWCC and Marriott vendors</b></li> <li>- <b>GES orders due</b></li> </ul>
<b>Friday, April 15</b>	<b>F&amp;B orders due to Marriott Marquis</b>
<b>Friday, April 24</b>	<ul style="list-style-type: none"> <li>- <b>All CME meeting promotional materials due to AUA for approval</b> AUA requires 3-5 business days for initial review</li> <li>- <b>Final AV orders due to Freeman AV</b> (Late fees apply for any orders after this date)</li> <li>- <b>Final exhibit table count due to AUA</b></li> </ul>
<b>Friday, May 1</b>	<b>Walk-In Slides due for AUA review;</b> Feedback returned within 3 business days.
<b>Monday, May 4</b>	<b>All orders placed or revised after this date will incur additional late fees</b>
<b>Friday, May 8</b>	<b>Final catering guarantees due to WEWCC and Marriott Marquis</b>

## AUA Staff Contacts

For scientific program and CME requirement questions, please contact Elaine Garrison at [egarrison@AUAnet.org](mailto:egarrison@AUAnet.org).

For audio-visual, room set, and other meeting space requirements questions, please contact Jonté Valentine at [jvalentine@AUAnet.org](mailto:jvalentine@AUAnet.org).

## Vendor Directory

Service	Vendor	Name	Phone	Email
Audio/Visual*	Freeman	Mykla Kenney	C: (214) 497 - 6197	<a href="mailto:Mykla.Kenney@freeman.com">Mykla.Kenney@freeman.com</a>
FedEx Office	WEWCC	N/A	O: (202) 451-2698	<a href="mailto:usa2953@fedex.com">usa2953@fedex.com</a>
	Marriott Marquis	Grace Jarrett	O: (202) 783 - 8423	<a href="mailto:Grace.jarrett@fedex.com">Grace.jarrett@fedex.com</a>
Catering*	WEWCC Aramark	Terrence Luther	P: (202) 249 - 3573	<a href="mailto:Luther-Terrence@aramark.com">Luther-Terrence@aramark.com</a>
	Marriott	Sonja Howard	O: (202) 824 - 9239 C: (202) 710 - 8360	<a href="mailto:Sonja.Howard@marriott.com">Sonja.Howard@marriott.com</a>
Electrical* Internet Telecom	WEWCC Electrical: Hi-Tech	N/A	O: (202) 249 - 3600	<a href="mailto:Dcexhibitorservices@hi-techelectric.com">Dcexhibitorservices@hi-techelectric.com</a>
	WEWCC Internet: SmartCity	NeCayla Lowery	O: (202) 249 - 3806 C: (202) 940 - 8394	<a href="mailto:nlowery@smartcitynetworks.com">nlowery@smartcitynetworks.com</a>
	Marriott Encore	Latesha Sanderson	C: (240) 786 - 2202	<a href="mailto:latesha.sanderson@encoreglobal.com">latesha.sanderson@encoreglobal.com</a>
General Service Contractor*	GES Exposition Services	Steve Holst	O: (702) 591 - 5556	<a href="mailto:sholst@ges.com">sholst@ges.com</a>
Shipping	<b>COMING SOON!</b>			
Temp Staffing				

\*Late order fees apply. See Society Guidelines for more details.