This list should not be done by one person, but by a sub-committee who have agreed to assist you. This is also a work in progress - please edit and add as you see fit.

* gathering names of suggested speakers (before mid-late Nov)
* sending out invitations (usually by email) to those chosen (usually about 15 people) (Nov 20 - Dec 15)
* Confirm speakers and find others for those who aren't able to make it. (December - January)
* Endure Bios (with picture) are being gathered and sent to Hospitality Chair
* have final list of speakers sent to webmaster to be posted on the website (January-Feb)
* Gather topic summary for each speaker (to be sent to webmaster) (january-Feb))
* schedule times and rooms for each speaker (One month before)
* procure the av needs for each speaker and communicate with HK IT persons (Early March)
* Secure person to introduce presenter (Early March)
* prayer meeting with speakers at the beginning of the event (first day of conference)
* be available at conference to assist speakers (during conference)