

## I<sup>2</sup>SL Chapter Resources

### Timeline for Planning Chapter Events



Dear I<sup>2</sup>SL Chapter Officers,

Events are an important component of your chapter's activities. We know planning events is hard work, so we have created a [basic event planning timeline](#) that you can use to help ensure you give yourselves enough time to plan and promote your events. Every event is different but this timeline is a good gauge to use if you wish.

If your chapter has any best practices or lessons learned from planning chapter events, please let us know! We can compile and share these with you in a future Chapter Resources email.

[Show me the basic event planning timeline.](#)

Good luck with your chapter events and thank you for all that you do for I<sup>2</sup>SL!

Thanks,  
Kate Consroe and Shannon Johnson  
I<sup>2</sup>SL Chapter Coordinators

*I<sup>2</sup>SL is dedicated to the design, engineering, and operation of high-performance, low-energy sustainable laboratories and related high-technology facilities.*

*I<sup>2</sup>SL is proud to host the [2015 I<sup>2</sup>SL Annual Conference](#), formerly the Labs21 Annual Conference.*

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