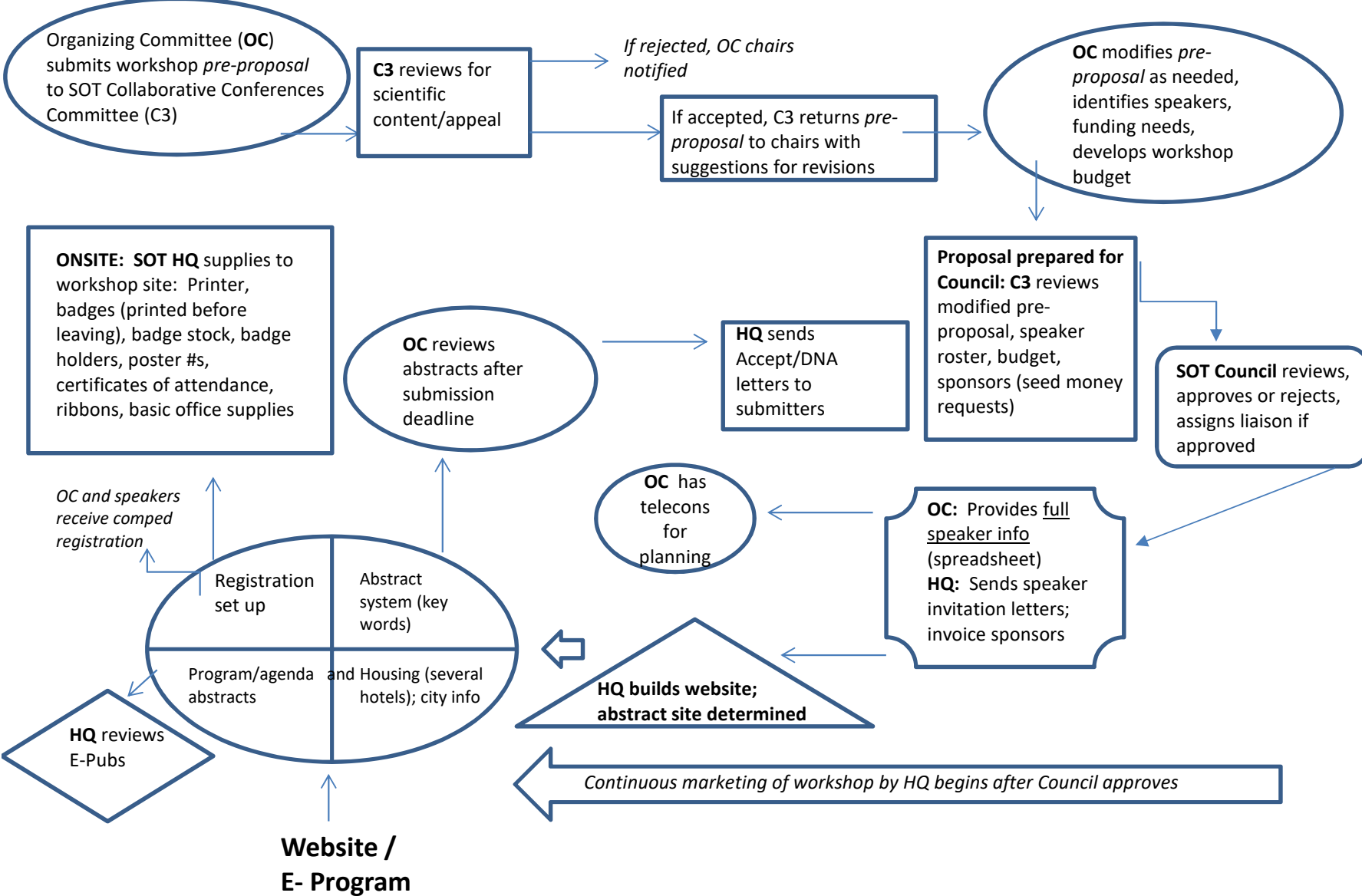


SOT CCT Workshop Planning Chart (up to onsite)



After Onsite

HQ: Workshop survey sent through SurveyMonkey to all attendees and speakers



OC (chair) sends thank you letters to speakers; **HQ** sends thank you letters to OC



HQ processes speaker expense reimbursements; compares reg numbers with budget

Final Step: Provide SOT Membership department with list of non member speakers and OC members