

**2022 Communication Plan for AACRAO 2022 Annual Meeting Session Participants**

REVISED 2021-22 DATES	ACTIVITY	WHO
Thursday, June 17, 2021	Reminder emails to membership that session proposals are being accepted starts	AACRAO
Friday, July 30, 2021	Email sent to "owners" of session proposals that have not been submitted, only saved.	AACRAO staff
Friday, August 13, 2021	Email sent a second time to "owners" of session proposals that have not been submitted, only saved.	Group Coordinators
Friday, November 12, 2021	Emails sent to presenters for the sessions and workshops with links, for accepted participants, to appropriate documents on the web explaining roles, expectations, times etc.	Group Coordinators
Friday, November 19, 2021	Not an Event	Group Coordinators
Monday, November 29, 2021	Confirmation email sent to non-confirmed presenters	Group Coordinators
Monday, December 06, 2021	Confirmation email sent to non-confirmed presenters	
<b>Tuesday, December 07, 2021</b>	Presenter confirmation deadline	Program Committee
Monday, January 10, 2022	Reminder email to PAC chairs and committee members regarding annual meeting planning (travel + onsite PC meeting beforehand)	Group Coordinators to PAC Chairs / PAC Chairs to committee members
Monday, February 07, 2022	Reminder email sent to all presenters	AACRAO
Wednesday, March 02, 2022	Mobile App becomes available	AACRAO
Monday, March 14, 2022	Last minute announcements sent to registrants	AACRAO
Wednesday, April 06, 2022	Post Conference Evaluation sent to attendees	AACRAO
Thursday, April 07, 2022	Thank you letters sent	PC Chair
After Annual Meeting	Email sent to memebbers about uploaded materials and presentations	AACRAO
After Annual Meeting	Session evaluation results sent to presenter	AACRAO

**AACRAO Annual Meeting:** April 3 - 6, 2022  
 Portland Convention Center  
 Portland, OR

What do the acronyms mean? Who is in what role?		Email Address
<b>PAC Chair</b>	- Professional Activities Committee Chair	
<b>PAC</b>	- Professional Activities Committees	
<b>PC Chair</b>	- Program Committee Chair Jonathan Helm	<a href="mailto:programchair@aacrao.org">programchair@aacrao.org</a>
<b>PC Vice Chair</b>	- Program Committee Vice Ch Rob Hornberger	<a href="mailto:robhornberger@missouristate.edu">robhornberger@missouristate.edu</a>
<b>PC</b>	- Program Committee	
	Group I - Randall Langston	<a href="mailto:rlangston@ucmo.edu">rlangston@ucmo.edu</a>
	Group II - Steve Seaworth	<a href="mailto:seaworth@wfu.edu">seaworth@wfu.edu</a>
	Group III - Carol Ann Harrison	<a href="mailto:carolh@csm.edu">carolh@csm.edu</a>
	Group IV - Sam Fugazzotto	<a href="mailto:sam.fugazzotto@unlv.edu">sam.fugazzotto@unlv.edu</a>
	Group V - Roslyn Perry	<a href="mailto:rperry2@capital.edu">rperry2@capital.edu</a>
	Group VI - Doug McKenna	<a href="mailto:cmckenn@gmu.edu">cmckenn@gmu.edu</a>
	Group VII - Daniel Weber	<a href="mailto:d-weber3@neu.edu">d-weber3@neu.edu</a>

Revised 10/07/2021