

**Annual Meeting 2022 Program Committee Calendar**

<b>REVISED 2021-2022 DATES</b>	<b>Event</b>	<b>Description</b>	<b>WHO</b>
Friday, June 11, 2021	<b>Portland Annual Meeting Database Opened.</b>	Database opened	<b>PC Chair, AACRAO</b>
Friday, June 11, 2021	<b>Call for Portland Annual Meeting Session Proposals announced.</b>	Call for proposals	<b>AACRAO</b>
Thursday, June 17, 2021	<b>Session proposals emails start</b>	Reminder emails to membership that session proposals are being accepted starts	<b>AACRAO</b>
TBD	PC Chair confirms Meeting at a Glance with AACRAO Office	Program Committee Chair confirms Meeting at a Glance with AACRAO Office and creates time slots in the data base.	<b>PC Chair</b>
TBD	Session time slots created in the data base.	Session time slots created in the data base.	
Thursday, June 24, 2021	<b>Leadership Meeting (virtual)</b>	Program Coordinators and Committee chairs meet to rank sessions for slotting.	<b>Program Committee, PAC Chairs</b>
Thursday, July 01, 2021	<b>Reviewing proposed sessions begins</b>	Proposed sessions reviewing starts	<b>PAC Chairs, PAC Members, Program Committee</b>
Friday, July 30, 2021	<b>1st Email sent to "owners" of session proposals that have not been submitted</b>	Email sent to "owners" of session proposals that have not been submitted, only saved.	<b>AACRAO staff</b>
Monday, August 02, 2021	<b>Email sent to PAC Members inviting them to an OpenWater Training Session</b>	Invitation to training session sent to PAC Members	<b>AACRAO staff</b>
Friday, August 06, 2021	<b>OpenWater training session for Reviewers</b>	OpenWater training sessions	<b>AACRAO staff</b>
Friday, August 13, 2021	<b>2nd Email sent to "owners" of session proposals that have not been submitted, only saved.</b>	Email sent a second time to "owners" of session proposals that have not been submitted, only saved.	<b>Group Coordinators</b>
Thursday, August 26, 2021	<b>First conference call with Group VII Chair to review the status of Workshops and begin the selection process.</b>	Conference call with Group VII Chair	<b>PC Chair, Group VII Chair, AACRAO staff</b>
<b>Friday, September 17, 2021</b>	<b>Deadline for submission of new sessions.</b>	New session submission deadline	<b>All</b>
Monday, September 27, 2021	<b>Email sent to PAC members to review sessions.</b>	Email sent to PAC members to begin reviewing sessions	<b>Group Coordinators -&gt; Chairs -&gt; Committees</b>

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Monday, September 27, 2021	PC Coordinators review submitted session have appropriate committee assignments.	Not an Event	<b>Group Coordinators</b>
<b>Monday, October 04, 2021</b>	<b>Deadline for PAC Committees to review sessions.</b>	Sessions reviewed by committee deadline	<b>PAC Members</b>
<b>Wednesday, October 06, 2021</b>	<b>PAC Members access to database is cut off.</b>	Member access cutoff	<b>AACRAO</b>
Thursday, October 07, 2021	<b>Email sent to PAC Chairs to rank sessions</b>	Email sent to PAC chairs to rank sessions, and to ask if any presenters have an expectation of financial support include supplemental forms with message.	<b>Group Coordinators</b>
Wednesday, October 13, 2021	<b>Database "frozen" to prepare Planning Meeting reports and materials and PC Chair/Vice Chair prepare materials for session slotting</b>	Database frozen to prepare for Planning Meeting. PC Chair/Vice Chair prepares materials for session slotting. Includes "watchlist" of presenters with multiple sessions as accepted.	<b>PC Chair</b>
<b>Friday, October 15, 2021</b>	<b>Priority deadline for chairs to submit requests for approval</b>	Deadline to submit requests for Nonmember Presenter Expenses and Complimentary Registration and Requests for Corporate and Non Institutional Waiver Forms	<b>PAC Chair to Group Coordinator to Associate Executive Director</b>
<b>Wednesday, October 13, 2021</b>	<b>Deadline for PAC Chairs to finalize session priority rankings.</b>	Session priority rankings deadline	<b>PAC Chairs</b>
Tuesday, October 19, 2021	<b>"Sticky Note" Program Committee meet to review and update database</b>	"Sticky Note" - Program Committee meets to review program, slot sessions, update database, etc.	<b>Program Committee</b>
Wednesday, October 20, 2021	<b>"Sticky Note" Program Committee meet to review and update database</b>	"Sticky Note" - Program Committee meets to review program, slot sessions, update database, etc.	<b>Program Committee</b>
Thursday, October 21, 2021	<b>"Sticky Note" Program Committee meet to review and update database</b>	"Sticky Note" - Program Committee meets to review program, slot sessions, update database, etc.	<b>Program Committee</b>
Tuesday, October 26, 2021	<b>PAC Chairs are notified of selected sessions/workshops and notify Committee members of sessions.</b>	PAC Chairs are notified of selected sessions/workshops and alternates then Chairs notify Committee members of sessions.	<b>Program Committee, PAC Chairs</b>

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<b>November 1, 2021</b>	<b>Deadline for Workshop Presenters to submit Workshop Budget Form</b>	Workshop budget form deadline	<b>Group VII Workshop Coordinator</b>
<b>Tuesday, November 02, 2021</b>	<b>PAC Chairs access to database is cut off.</b>	Chairs access cutoff	<b>AACRAO</b>
Friday, November 05, 2021	<b>Workshop chair reviews with PC Chair and AACRAO office to finalize approval of workshops for presentation.</b>	Workshop chair reviews workshop descriptions, budgets, and fees with PC Chair and AACRAO office, make final approval of workshops for presentation.	<b>Group VII Workshop Coordinator, PC Chair, AACRAO staff</b>
Friday, November 05, 2021	<b>Database QA Period: PC Chair reviews for errors and PC reviews session data for errors.</b>	Database QA Period: PC Chair reviews database for errors - overlapping presenters, size estimates, time slots, etc. Program Committee reviews session data for errors, and fixes.	<b>Program Committee</b>
Friday, November 12, 2021	<b>1st confirmation email sent to accepted presenters, alternates, and declined sessions</b>	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.	<b>Group Coordinators</b>
Friday, November 19, 2021	Group Coordinators continue to work responses and changes to presentation - confirmations, presenter changes, etc. AACRAO Office works with the Program Committee if AACRAO needs additional slots above and beyond their assigned Group VII, and if slots are available, makes arrangements for alternate sessions and sends appropriate emails confirming participation.	Not an Event	<b>Group Coordinators</b>
Monday, November 29, 2021	<b>2nd confirmation email is sent to non-confirmed presenters.</b>	Confirmation email sent to non-confirmed presenters	<b>Group Coordinators</b>
Monday, December 06, 2021	<b>3rd confirmation email is sent to non-confirmed presenters.</b>	Confirmation email sent to non-confirmed presenters	
<b>Tuesday, December 07, 2021</b>	<b>Final deadline for presenters to confirm/respond to the Program Committee members</b>	Presenter confirmation deadline	<b>Program Committee</b>
Thursday, December 09, 2021	<b>Send Best of the Best notices &amp; guidelines to State &amp; Regionals</b>	Best of the Best notices and guidelines sent to State & Regionals	<b>PC Chair, BOD Pres-Elect</b>
Wednesday, December 15, 2021	<b>1st Stop &amp; Share Session Invitation sent to membership</b>	Membership sent Stop & Share invitation	<b>PC Vice Chair, AACRAO</b>

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Thursday, December 16, 2021	Database QA Period: PC Chair reviews database for errors - overlapping presenters, size estimates, time slots, etc. Program Committee reviews session data for errors, and fixes.	Not an event	<b>Program Committee</b>
Friday, December 17, 2021	<b>Send second notice regarding Best of the Best notices &amp; guidelines to State &amp; Regionals</b>	Best of the Best notices and guidelines sent a second time	<b>PC Chair, BOD Pres-Elect</b>
<b>Tuesday, December 14, 2021</b>	<b>Deadline for PC Coordinators to enter/revise estimated attendance for room assignments.</b>	Attendance for rooms enter/revise deadline	<b>Program Committee</b>
<b>Monday, December 20, 2021</b>	<b>Final deadline for Non-Institutional Presenter and Non-AACRAO Member Presenter Expense /Complementary Registration Request form</b>	Expense/complementary reg. request form final deadline	<b>PAC Chairs</b>
<b>Wednesday, January 05, 2022</b>	<b>Deadline for Best of the Best</b>	Best of Best deadline	<b>State and Regionals</b>
Thursday, January 06, 2022	<b>Best of the Best Voting</b>	Vote on Best of the Best	<b>Program Committee</b>
Monday, January 10, 2022	Group VII Workshop Coordinator and AACRAO Office monitor workshop registrations and cancel workshops	Not an event	<b>Group VII Workshop Coordinator, AACRAO</b>
Monday, January 10, 2022	<b>Reminder email sent to PAC Chairs and Committee regarding AM planning</b>	Reminder email to PAC chairs and committee members regarding annual meeting planning (travel + onsite PC meeting beforehand)	<b>Group Coordinators to PAC Chairs / PAC Chairs to committee members</b>
Tuesday, January 11, 2022	<b>2nd Stop &amp; Share Session Invitation sent to membership</b>	Membership sent Stop & Share invitation a second time	<b>PC Vice Chair, AACRAO</b>
<b>Wednesday, January 12, 2022</b>	<b>Drop Dead date for program committee entry into database.</b>	Any changes beyond this point must be submitted to Change spreadsheet on Google Drive, Program Committee Chair and appropriate AACRAO staff.	<b>Program Committee, AACRAO</b>
Thursday, January 13, 2022	<b>PC Chair and Committee collects changes in a spreadhseet</b>	Program chair & Committee collects changes for the program in a spreadsheet which drives changes in the database	<b>AACRAO, Program Committee</b>
Tuesday, January 18, 2022	<b>Best of the Best Entered into Database</b>	Database updated with Best of the Best	<b>PC Chair</b>
Thursday, January 20, 2022	<b>Database QA Period: PC Chair reviews database for errors and PC Committee reviews session data for errors</b>	Database QA Period: PC Chair reviews database for errors - overlapping presenters, size estimates, time slots, etc. Program Committee reviews session data for errors, and fixes.	<b>AACRAO, Program Committee</b>

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Monday, January 24, 2022	<b>Reminder note about early-bird registration deadline sent to presenters</b>	Reminder note to presenters about registering by the early-bird deadline, reconfirm session & encourage template if doing PowerPoint	<b>Program Committee, AACRAO</b>
Monday, January 31, 2022	<b>Meeting room assignments are entered into the database (add rooms to OpenWater)</b>	Database and OpenWater updated with meeting room assignments	<b>AACRAO, Experient</b>
Monday, February 07, 2022	<b>Reminder emails to all presenters with information about presentations/handouts and registration</b>	Reminder email sent to all presenters	<b>AACRAO</b>
Monday, February 07, 2022	<b>Presenter and Registration Lists compared</b>	Presenter and Registration lists compared	<b>PC Vice Chair</b>
Tuesday, February 08, 2022	<b>Reminder note about early-bird registration deadline sent to presenters</b>	Reminder note to presenters about registering by the early-bird deadline, reconfirm session & encourage template if doing PowerPoint	<b>Program Committee, AACRAO</b>
Wednesday, February 09, 2022	<b>Staff sends Post Conference Evaluation out for review</b>	Post Conference Evaluation sent out for review	<b>PC Chair, AACRAO</b>
Wednesday, February 09, 2022	<b>3rd Stop &amp; Share Session Invitation sent to membership</b>	Membership sent Stop & Share Invitation a third time	<b>PC Vice Chair, AACRAO</b>
Wednesday, February 23, 2022	<b>Reminder emails to all presenters with information about presentations/handouts and registration.</b>	Reminder email sent to all presenters	<b>Program Committee</b>
Monday, February 28, 2022	<b>Presenter and Registration Lists Compared</b>	Presenter and Registration lists compared	<b>PC Vice Chair</b>
Monday, February 28, 2022	<b>Post Conference Evaluation Updates Finalized</b>	Post Conference Evaluation update finalized	<b>AACRAO</b>
Tuesday, March 01, 2022	<b>AV Company sends email to presenters to upload presentations/handouts</b>	Email sent to presenters to upload presentations/handouts	<b>PRG, AACRAO</b>
Wednesday, March 02, 2022	<b>Mobile App Available</b>	Mobile App becomes available	<b>AACRAO</b>
Monday, March 07, 2022	<b>Presenter and Registration Lists compared</b>	Presenter and Registration lists compared	<b>PC Vice Chair</b>
<b>Friday, March 11, 2022</b>	<b>Deadline for Stop &amp; Share Sessions</b>	Stop & Share submission deadline	<b>PC Vice Chair, AACRAO</b>
Monday, March 14, 2022	<b>Send email to registrants with last minute announcements</b>	Last minute announcements sent to registrants	<b>AACRAO</b>
Monday, March 21, 2022	<b>AACRAO exports session signs (if needed)</b>	Session signs exported	<b>AACRAO</b>
Monday, March 21, 2022	Presenter and Registration Lists compared (ongoing)	Not an Event	<b>PC Vice Chair</b>
Friday, March 25, 2022	<b>AACRAO export session data for evaluations</b>	Session data for evaluations exported	<b>AACRAO</b>
Monday, March 28, 2022	Significant program changes tracked	Not an Event	<b>PC Chair, AACRAO</b>
Monday, March 28, 2022	<b>Presenter and Registration Lists compared</b>	Presenter and Registration lists compared	<b>PC Vice Chair</b>
<b>Sunday, April 03, 2022</b>	<b>2022 AACRAO Conference in Portland</b>	2022 annual meeting in portland, oregon	<b>All</b>

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Sunday, April 03, 2022	<b>Morning - Portland &amp; Aurora Program Committee Meeting</b>	PC meeting begins	<b>Program Committee</b>
Sunday, April 03, 2022	<b>Luncheon, Pre-registration requested</b>	Luncheon pre-registration requested	<b>PAC Chairs, Program Committee</b>
Sunday, April 03, 2022	<b>Afternoon - Meeting for PAC Chairs and Members (2022-2023) Work on sessions and other committee tasks (Aurora oriented)</b>	PAC Chairs and Members meet to work on sessions and other tasks	<b>PAC Chairs, PAC Members, Program Committee</b>
Monday, April 04, 2022	Tables available for PAC meetings in exhibit hall during normal exhibit hours.	Not an Event	<b>PAC Chairs, PAC Members</b>
Tuesday, April 05, 2022	<b>Luncheon for Annual Meeting Planners (AACRAO staff, Portland Committee Members)</b>	Planners luncheon	<b>Program Committee, Co-Chairs of Volunteers</b>
Wednesday, April 06, 2022	<b>Pictures w/ closing Plenary speakers</b>	Take pictures with closing Plenary speakers	
Wednesday, April 06, 2022	<b>Portland (wrap-up) and Aurora Program Committee Meeting/Luncheon</b>	Wrap-up	<b>Program Committee</b>
Wednesday, April 06, 2022	<b>Post Conference Evaluation Sent to Attendees</b>	Post Conference Evaluation sent to attendees	<b>AACRAO</b>
Thursday, April 07, 2022	<b>Thank you letters sent to presenters, PAC chairs, and members by PC Chair</b>	Thank you letters sent	<b>PC Chair</b>
After Annual Meeting	<b>Email to members reminding them that materials and presentations were uploaded</b>	Email sent to members about uploaded materials and presentations	<b>AACRAO</b>
After Annual Meeting	<b>Session evaluation results are sent to presenters</b>	Session evaluation results sent to presenter	<b>AACRAO</b>

Important Dates

Annual Meeting

Session Help Webinar(s)

Leadership Meeting