

Communication Plan for AACRAO 2023 Annual Meeting Presenters

AACRAO Annual Meeting: March 26-29, 2023, Gaylord Rockies, Aurora, CO

2023 DATES	Event	Description	EXECUTOR
8/1/2022	Aurora Annual Meeting Call for Proposals Opened	Database opened	AACRAO staff
8/23/2022	1st Email sent to "owners" of session proposals that have not been completed	Email sent to "owners" of session proposals that have not been submitted, only saved.	AACRAO staff
9/1/2022	Send Best of the Best notices & guidelines to State & Regionals -> remind people to be looking for these when they attend State & Regional Events through the Fall	Best of the Best notices and guidelines sent to State & Regionals	PC Chair
9/12/2022	2nd Email sent to "owners" of session proposals that have not been completed	Email sent a second time to "owners" of session proposals that have not been submitted, only saved.	Group Coordinators
9/15/2022	Deadline for submission of Annual Meeting Sessions	New session submission deadline	
10/25/2022	1st confirmation email sent to accepted presenters, alternates, and declined sessions	Emails sent to accepted presenters (via OpenWater) explaining roles, expectations, deadlines etc. (no times or day assignments yet in this email)	Group Coordinators
11/29/2022	Final confirmation email is sent to non-confirmed presenters.	Confirmation email sent (via OpenWater) to non-confirmed presenters	Group Coordinators
12/9/2022	Send Best of the Best notices & guideline reminder to State & Regionals	Best of the Best notices and guidelines sent to State & Regionals	PC Chair
Engagement Studio to start January 2023	Reminder emails to all presenters with information about presentations/handouts and Early-Bird registration.	Reminder email sent to all presenters	AACRAO Staff
1/10/2023	Final notice regarding Best of the Best nomination guidelines to State & Regionals	Best of the Best notices and guidelines sent a second time	PC Chair
1/16/2023	AV Company sends email to presenters to upload presentations/handouts	Email sent to presenters to upload presentations/handouts	AACRAO Staff
1/20/2023	Deadline for Best of the Best Nominations	Best of Best deadline (State & Regionals)	
2/6/2023	Notify Best of the Best winners and share confirmation deadline		AACRAO Staff
2/23/2023	RSVP for PAC Luncheon went to PAC Chairs and Program Committee		AACRAO Staff
3/10/2023	Deadline for Stop & Share Session Confirmations	Stop & Share submission deadline	PC Vice Chair
3/13/2023	Mobile App Available	Mobile App becomes available	AACRAO Staff
3/29/2023	Post Conference Evaluation Sent to Attendees	Post Conference Evaluation sent to attendees	AACRAO Staff
5/1/2023	Session evaluation results are sent to presenters	Session evaluation results sent to presenters	AACRAO Staff

2023 Program Committee

Rob Hornberger	Chair	robhornberger@missouristate.edu	Missouri State University
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