

**Annual Meeting 2023 Program Committee Calendar**

Revised 8/30/2022

2023 DATES	Event	Description	EXECUTOR	COLLABORATORS
6/24/2022 - 6/26/2022	Leadership Meeting	Program Coordinators and Committee chairs meet to rank sessions for slotting.	Program Committee	PAC Chairs, AACRAO Staff
7/18/2022	Call for Aurora Annual Meeting Session Proposals announced.	Call for proposals Engagement Studio begins - emails go out every 7-10 days through Sept 15	AACRAO staff	AACRAO Comms Dept.
<b>8/1/2022</b>	<b>Aurora Annual Meeting Call for Proposals Opened</b>	<b>Database opened</b>	<b>AACRAO staff</b>	<b>Program Committee, PAC Chairs, Reviewers</b>
8/1/2022	Email sent to PAC Members inviting them to 8/17/2022 OpenWater Training Session	Invitation to training session sent to PC and all PAC Members	AACRAO staff	
8/1/2022	Group VII Coordinator reaches out to potential workshop presenters to gauge interest and availability		Group VII Coordinator	
8/8/2022 - 9/30/2022	Check-in on sessions submitted to date (weekly). Program Coordinators periodically provide list of submitted sessions (complete and incomplete) to PAC Chairs and Members, who do outreach to additional potential presenters as needed.	Proposed sessions reviewing starts	Program Committee	PAC Chairs, PAC Members
8/17/2022	OpenWater Training/Review 2:00 - 3:00 EDT	OpenWater training	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	
8/25/2022	First conference call with Group VII Chair to review the status of Workshops and begin the selection process.	Conference call with Group VII Chair	Group VII Coordinator	PC Chair and Vice-Chair, AACRAO staff
8/26/2022	OpenWater "Open Office Hours" w/ Becky for drop-in questions 1:00 - 2:00 PM EDT	Open Office Hours to help PAC members with OpenWater	AACRAO staff	
9/1/2022	Group VII Coordinator contacts Group Coordinators to discuss proposals that could be considered for workshops		Group VII Coordinator	Group Coordinators
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	BOD Pres-Elect, Vice-Chair
9/2/2022	OpenWater "Open Office Hours" w/ Becky for drop-in questions 1:00 - 2:00 PM EDT	Open Office Hours to help PAC members with OpenWater	AACRAO staff	
9/9/2022	OpenWater "Open Office Hours" w/ Becky for drop-in questions 1:00 - 2:00 PM EDT	Open Office Hours to help PAC members with OpenWater	AACRAO staff	
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	
9/12/2022	Program committee reviews volume of sessions submitted to date.	Decision is made on whether or not to extend the 9/16 submission deadline and rest of 2023 planning calendar.	PC Chair	Group Coordinators
9/17/2022	PC Chair confirms Meeting at a Glance with AACRAO Office	Program Committee Chair confirms Meeting at a Glance with AACRAO Staff	PC Chair	AACRAO Staff
9/17/2022	Session time slots created in the data base.	Session time slots created in the data base.	AACRAO Staff	

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9/23/2022	Group VII Coordinator to review sessions entered as Workshops.		Group VII Coordinator	
9/23/2022	Group VII Coordinator to enter evergreen workshops into the database (Reg 101/FERPA, FERPA 2.0, International Institute, How to Build a SEM Plan. . )		Group VII Coordinator	AACRAO Staff
9/26/2022	Email sent to PAC Chairs w/ reminder on how to rank	(reminder of when ranking is supposed to be complete) and ensure sessions have appropriate committee assignments.	Group Coordinators	PAC Chairs
<b>9/30/2022</b>	<b>Deadline for submission of Annual Meeting Sessions</b>	<b>New session submission deadline</b>		
9/30/2022	Meeting room assignments are entered into the database (add rooms to OpenWater)	Database and OpenWater updated with meeting room assignments	AACRAO Staff	
10/3/2022	Deadline for Group VII Coordinator to identify sessions that could be considered as workshops		Group VII Coordinator	
10/6/2022	Email sent to PAC Chairs reminder re: deadline to rank sessions	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.	Group Coordinators	
<b>10/10/2022</b>	<b>Deadline for PACs to review sessions.</b>	<b>Sessions reviewed by committee deadline</b>	<b>PAC Members</b>	
10/10/2022	PAC Members' access to database is cut off (Chairs and Coordinators keep access)	Member access cutoff	AACRAO staff	
<b>10/14/2022</b>	<b>Priority deadline for chairs to submit requests for Complimentary Registrations</b>	<b>Deadline to submit requests for Nonmember Presenter Expenses and Complimentary Registration and Requests for Corporate and Non Institutional Waiver Forms</b>	<b>Group Coordinators</b>	<b>PAC Chair to Group Coordinator to Associate Executive Director</b>
<b>10/17/2022</b>	<b>Deadline for PAC Chairs to finalize session priority rankings.</b>	<b>Session priority rankings deadline</b>	<b>PAC Chairs</b>	
10/17/2022	PAC Chairs' access to OpenWater database is cut off.	Chairs access cutoff	AACRAO Staff	
10/17/2022 - 10/19/2022	Database "cleanup" to prepare sessions for slotting (email Coordinators instructions on what this cleanup entails)	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.	PC Chair	
10/20/2022	"Sticky Note" Program Committee meet to review and update database -> start with a check-in meeting (not meeting all day on Zoom)	"Sticky Note" - Program Committee meets to review program, slot sessions, update database, etc.	Program Committee	
10/21/2022	"Sticky Note" Program Committee meet to review and update database -> start with a check-in meeting (not meeting all day on Zoom)	"Sticky Note" - Program Committee meets to review program, slot sessions, update database, etc.	Program Committee	
10/21/2022	Coordinators send PAC Chairs the list of accepted sessions for their Group	PAC Chairs are notified of selected sessions and alternates then Chairs notify Committee members of sessions.	Group Coordinators	PAC Chairs

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10/24/2022	PC Chair, Co-Chair and AACRAO Staff review slotting again for double-bookings, corporate sessions, and other errors	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.	PC Chair	Vice-Chair, AACRAO Staff
10/24/2022	Group VII Coordinator sends workshop information to Tina/AACRAO staff to prepare for approval meeting		Group VII Coordinator	PC Chair, AACRAO Staff
<b>10/25/2022</b>	<b>1st confirmation email sent to accepted presenters, alternates, and declined sessions</b>	<b>Emails sent to accepted presenters (via OpenWater) explaining roles, expectations, deadlines etc. (no times or day assignments yet in this email)</b>	<b>Group Coordinators</b>	<b>AACRAO Staff</b>
10/31/2022	Group VII Coordinator meets w/ PC Chair and AACRAO staff to present workshops for approval.	Workshop chair reviews workshop descriptions, and fees with PC Chair and AACRAO office, make final approval of workshops.	Group VII Coordinator	PC Chair, AACRAO Staff
10/31/2022	AACRAO staff provides workshop F&B and AV expense expectations to Group VII Coordinator		AACRAO Staff	Group VII Coordinator
11/8/2022	AACRAO Staff confirms any outstanding decisions re: selected workshops		AACRAO Staff	Group VII Coordinator
11/9/2022	Group VII Coordinator confirms status of workshops with all workshop presenters	Conversation starts w/ Dan about the budget for their workshop	Group VII Coordinator	
11/15/2022	2nd confirmation email is sent to non-confirmed presenters.	Confirmation email sent (via OpenWater) to non-confirmed presenters	Group Coordinators	AACRAO Staff
11/23/2022	Workshop Titles, Descriptions, Presenters and fees posted to the AACRAO website		AACRAO Staff	
11/29/2022	Final confirmation email is sent to non-confirmed presenters.	Confirmation email sent (via OpenWater) to non-confirmed presenters	Group Coordinators	AACRAO Staff
12/1/2022	Scheduler Review - 30 min prior to reg. scheduled PC Meeting	Reviews database for errors - overlapping presenters, size estimates, time slots, etc.	PC Chair	Vice-Chair, AACRAO Staff
12/1/2022	Program Committee discusses which alternates to invite as a Stop & Share and ideas for presenters who might present a Stop & Share topic relevant to current events (part of regularly scheduled mtg)		PC Chair	Vice-Chair, Group Coordinators, AACRAO Staff
12/8/2022	AACRAO Staff starts posting Group VII Coordinator a "pace report" for Workshop Registration (weekly)		AACRAO Staff	Group VII Coordinator
<b>12/9/2022</b>	<b>Final deadline for presenters to confirm/respond to the Program Committee</b>	<b>Presenter confirmation deadline</b>		
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	BOD Pres-Elect, Vice-Chair
<b>12/16/2022</b>	<b>Final deadline for Non-Institutional Presenter and Non-AACRAO Member Presenter Complementary Registration Request form</b>	<b>Expense/complementary reg. request form final deadline</b>	<b>Group Coordinators</b>	<b>PAC Chairs, AACRAO Staff</b>

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1/4/2023	Reminder email sent to PAC Chairs and Committee regarding AM Travel planning (review these plans at the 1/12 reg scheduled mtg)	Reminder email to PAC chairs and committee members regarding annual meeting planning (travel + onsite PC meeting beforehand)	Group Coordinators	Group Coordinators to PAC Chairs / PAC Chairs to Committee members
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	
Every two weeks - starting January 2023	Compare Presenter and Registration Lists	Presenter and Registration lists compared	PC Vice Chair	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	BOD Pres-Elect, AACRAO Staff
1/12/2023	Scheduler Review - 30 min prior to reg. scheduled PC Meeting	Reviews database for errors - overlapping presenters, size estimates, time slots, etc.	PC Chair	Vice-Chair, AACRAO Staff
1/12/2023	Program Committee discuss Stop & Share planning (part of regular scheduled mtg)	Membership sent Stop & Share invitation a second time	PC Vice Chair	AACRAO Staff
1/16/2023	AV Company sends email to presenters to upload presentations/handouts	Email sent to presenters to upload presentations/handouts	AACRAO Staff	AV Company
<b>1/20/2023</b>	<b>Deadline for Best of the Best Nominations</b>	<b>Best of Best deadline (State &amp; Regionals)</b>		
1/23/2023	Best of the Best nominees sent to the Program Committee to prep for voting		AACRAO Staff	Group Coordinators
1/27/2023	Deadline for Workshop Presenters to submit Workshop Budget Form	Presenters will submit "wishlist" for materials for distribution (including that which the presenters will seek reimbursement)	Group VII Coordinator	AACRAO Staff
1/31/2023	2024 Chair, Vice-Chair, AACRAO Staff meet to discuss plans for the 3/26/23 PAC Meeting		PC Vice Chair	PC Chair, AACRAO Staff
2/1/2023	Presenter and Registration Lists compared (email Coordinators their list w/ the 2/2 meeting agenda)	Presenter and Registration lists compared	PC Vice Chair	PC Chair, AACRAO Staff
2/2/2023	Program Committee discusses a "watch list" for unregistered presenter sessions		Program Committee	
2/2/2023	Program Committee review slotting for room size -> making sure popular topics are in the larger size rooms (part of regular scheduled mtg)		Program Committee	AACRAO Staff
2/2/2023	Scheduler Review - 30 min prior to reg. scheduled PC Meeting	Reviews database for errors - overlapping presenters, size estimates, time slots, etc.	PC Chair	Vice-Chair, AACRAO Staff
2/2/2023	Best of the Best Voting (part of regularly scheduled mtg)	Vote on Best of the Best	Program Committee	
2/3/2023	Best of the Best Entered into Database	Database updated with Best of the Best	PC Chair	AACRAO Staff
<b>2/6/2023</b>	<b>Notify Best of the Best winners and share confirmation deadline</b>		<b>AACRAO Staff</b>	

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2/22/2023	Materials for workshops must be at the AACRAO office for shipment		Group VII Coordinator	AACRAO Staff
2/23/2023	AACRAO Staff sends Post Conference Evaluation out for review	Post Conference Evaluation sent out for review	AACRAO Staff	PC Chair, Vice-Chair
2/23/2023	RSVP for Program Committee Social send to Program Committee		AACRAO Staff	
2/23/2023	RSVP for PAC Luncheon went to PAC Chairs and Program Committee		AACRAO Staff	
3/1/2023	AACRAO Staff sends PC Chair draft "Where to Be and What to Wear" email		AACRAO Staff	PC Chair, Vice-Chair
3/1/2023	Presenter and Registration Lists Compared (review as part of reg. scheduled PC mtg)	Presenter and Registration lists compared	PC Vice Chair	PC Chair, AACRAO Staff
3/1/2023	Workshop registration list reviewed; workshops in jeopardy of being canceled are identified		Group VII Coordinator	AACRAO Staff
3/2/2023	Post Conference Evaluation Updates Finalized (review as part of reg scheduled PC mtg)	Post Conference Evaluation update finalized	AACRAO Staff	PC Chair, Vice-Chair
3/2/2023	PC reminded Stop & Share slotting deadline is 3/10/2022 (part of reg. scheduled meeting)		PC Chair	
<b>3/7/2023</b>	<b>Workshop cancelation decisions are finalized and presenters are notified</b>		<b>Group VII Coordinator</b>	<b>AACRAO Staff</b>
<b>3/10/2023</b>	<b>Deadline for Stop &amp; Share Session Confirmations</b>	<b>Stop &amp; Share submission deadline</b>	<b>PC Vice Chair</b>	<b>AACRAO Staff</b>
3/13/2023	Mobile App Available	Mobile App becomes available	AACRAO Staff	
3/13/2023	Chair sends PC the "Where to Be and What to Wear" email		PC Chair	
3/25/2023	Program Committee Social and Dinner		AACRAO Staff	Group Coordinators
3/26/2023	Morning - Aurora & Columbus Program Committee Meeting	PC meeting begins	Program Committee	
3/26/2023	Luncheon - PC Aurora & Columbus and PAC Chairs (Pre-registration requested)	Luncheon pre-registration requested	Program Committee	PAC Chairs, AACRAO Staff
3/26/2023	Afternoon - Meeting for PAC Chairs and PAC Members (2022-2023) Work on 2024 session ideas and other committee tasks (Columbus oriented)	PAC Chairs and Members meet to work on sessions and other tasks	Program Committee	PAC Chairs, PAC Members, Program Committee
3/26/2023	Pictures w/ closing Plenary speakers	Take pictures with closing Plenary speakers		
3/28/2023	Luncheon for Annual Meeting Planners (AACRAO staff, Aurora Committee Members)	Planners luncheon -> possibly being cut	AACRAO Staff	Program Committee, Co-Chairs of Volunteers
3/29/2023	Aurora (wrap-up) and Columbus Program Committee Meeting/Luncheon	Wrap-up	Program Committee	Incoming Program Committee, AACRAO Staff
3/29/2023	Post Conference Evaluation Sent to Attendees	Post Conference Evaluation sent to attendees	AACRAO Staff	
4/3/2023	Thank you letters sent to presenters, PAC chairs, and members by PC Chair	Thank you letters sent	PC Chair	

## Annual Meeting 2023 Program Committee Calendar

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2023 DATES	Event	Description	EXECUTOR	COLLABORATORS
4/4/2023	Email to members reminding them that materials and presentations were uploaded	Email sent to members about uploaded materials and presentations	AACRAO Staff	
5/1/2023	Session evaluation results are sent to Coordinators (for their Group)		AACRAO Staff	
5/1/2023	Session evaluation results are sent to presenters	Session evaluation results sent to presenters	AACRAO Staff	