

Task	Primary	Other 1	Other 2	Timeframe	2018	2019
<b>Spring Meeting Timeline</b>						
Send "Hold the Date" e-mail blast for <b>Spring Meeting</b> including reminder on poster session	President	Administrator	Poster Chair	30 days (1 month) after <b>Fall</b> meeting	<b>22-Oct-18</b>	<b>21-Oct-19</b>
Election slate sent to President for BOD review	Nominating Chair	President	BOD Chair	112 days (16 weeks) before <b>Spring</b> meeting	<b>30-Dec-17</b>	<b>24-Nov-18</b>
Finalize PDC brochures Post program on website	Professional Development Chair	Program Chair	Administrator	112 days (16 weeks) before <b>Spring</b> meeting	<b>30-Dec-17</b>	<b>24-Nov-18</b>
Prepare materials for distribution: Cover letter Registration form link Agenda Poster session information Membership activities	Membership Chair Program Chair	Poster Chair	President Administrator	112 days (16 weeks) before <b>Spring</b> meeting	<b>30-Dec-17</b>	<b>24-Nov-18</b>
Send e-mail blast reminder Focus: Hotel Arrangements	Arrangements Chair	Administrator	President	98 days (14 weeks) before <b>Spring</b> meeting	<b>13-Jan-18</b>	<b>8-Dec-18</b>
Send e-mail blast reminder Focus: Poster Session Call for Abstracts	Poster Chair	Administrator		70 days (10 weeks) before <b>Spring</b> meeting	<b>10-Feb-18</b>	<b>5-Jan-19</b>
Send e-mail blast reminder Focus: Professional Development courses	Professional Development Chair	Administrator	President	63 days (9 weeks) before <b>Spring</b> meeting	<b>17-Feb-18</b>	<b>12-Jan-19</b>
Prepare postcard for mailing	Administrator	President		56 days (8 weeks) before <b>Spring</b> meeting	<b>24-Feb-18</b>	<b>19-Jan-19</b>
Send e-mail blast reminder Focus: Plenary speakers	Program Chair	Administrator	President	56 days (8 weeks) before <b>Spring</b> meeting	<b>24-Feb-18</b>	<b>19-Jan-19</b>
Send Press Release	Outreach Chair	Administrator		56 days (8 weeks) before <b>Spring</b> meeting	<b>24-Feb-18</b>	<b>19-Jan-19</b>
Send Election Ballot	Nominating Chair	Administrator	President	56 days (8 weeks) before <b>Spring</b> meeting	<b>24-Feb-18</b>	<b>19-Jan-19</b>
Send e-mail blast reminder Focus: Forum Sessions	Forum Chair	Administrator	President	49 days (7 weeks) before <b>Spring</b> meeting	<b>3-Mar-18</b>	<b>26-Jan-19</b>
Send e-mail blast reminder Focus: Professional Development courses	Professional Development Chair	Administrator	President	42 days (6 weeks) before <b>Spring</b> meeting	<b>10-Mar-18</b>	<b>2-Feb-19</b>
Communicate PDC Headcounts for decision making on holding all courses	Professional Development Chair			42 days (6 weeks) before <b>Spring</b> meeting	<b>10-Mar-18</b>	<b>2-Feb-19</b>
Send Election Ballot reminder	Nominating Chair	Administrator	President	42 days (6 weeks) before <b>Spring</b> meeting	<b>10-Mar-18</b>	<b>2-Feb-19</b>
Decide whether to hold all Professional Development courses	Professional Development Chair	Board of Directors		35 days (5 weeks) before <b>Spring</b> meeting	<b>17-Mar-18</b>	<b>9-Feb-19</b>
Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts	Poster Chair	Administrator	President	35 days (5 weeks) before <b>Spring</b> meeting	<b>17-Mar-18</b>	<b>9-Feb-19</b>
Make tour and networking arrangements	Membership Chair	Administrator		35 days (5 weeks) before <b>Spring</b> meeting	<b>17-Mar-18</b>	<b>9-Feb-19</b>
Send AV requirements for plenary sessions and PD courses to Arrangements Chair	Program Chair	Professional Development Chair		30 days before <b>Spring</b> meeting	<b>22-Mar-18</b>	<b>14-Feb-19</b>
Prepare timeline for Fall Meeting Send to Administrator	President	Administrator		28 days (4 weeks) before <b>Spring</b> meeting	<b>24-Mar-18</b>	<b>16-Feb-19</b>
Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities	Membership Chair	Administrator	President	28 days (4 weeks) before <b>Spring</b> meeting	<b>24-Mar-18</b>	<b>16-Feb-19</b>
Finalize Poster Session Arrangements	Poster Chair	Administrator		21 days (3 weeks) before <b>Spring</b> meeting	<b>31-Mar-18</b>	<b>23-Feb-19</b>

<b>Task</b>	<b>Primary</b>	<b>Other 1</b>	<b>Other 2</b>	<b>Timeframe</b>	<b>2018</b>	<b>2019</b>
Submit final program agenda, speaker bios, and presentation handouts	Program Chair	Administrator		21 days (3 weeks) before <b>Spring</b> meeting	<b>31-Mar-18</b>	<b>23-Feb-19</b>
Submit professional development course materials	Professional Development Chair	Instructors	Administrator	21 days (3 weeks) before <b>Spring</b> meeting	<b>31-Mar-18</b>	<b>23-Feb-19</b>
Submit committee and officer reports	Committee Chairs Officers	Administrator	President	21 days (3 weeks) before <b>Spring</b> meeting	<b>31-Mar-18</b>	<b>23-Feb-19</b>
Send e-mail blast reminder Focus: Mobile App	Mobile Coordinator	Administrator		21 days (3 weeks) before <b>Spring</b> meeting	<b>31-Mar-18</b>	<b>23-Feb-19</b>
Send e-mail blast reminder Focus: Plenary speakers and Forum sessions	Program Chair Forum Chair	Administrator	President	14 days (2 weeks) before <b>Spring</b> meeting	<b>7-Apr-18</b>	<b>2-Mar-19</b>
Send e-mail blast reminder Focus: Networking Opportunities, Social Media, Awards, Mobile	Membership Chair, Social Media Chair, Mobile Coord	Administrator	President	7 days (1 week) before <b>Spring</b> meeting	<b>14-Apr-18</b>	<b>9-Mar-19</b>
<b>Spring Meeting Dates</b>					<b>21-Apr-18</b>	<b>16-Mar-19</b>

Task	Primary	Other 1	Other 2	Timeframe	2018	2019
<b>Fall Meeting Timeline</b>						
Send "Hold the Date" e-mail blast for <b>Fall Meeting</b>	President	Administrator		30 days (1 month) after <b>Spring Meeting</b>	21-May-18	15-Apr-19
Finalize PDC brochures Post program on website	Professional Development Chair	Program Chair	Administrator	112 days (16 weeks) before <b>Fall</b> meeting	2-Jun-18	1-Jun-19
Prepare materials for distribution: Cover letter Registration form link Agenda Poster session information Membership activities	Membership Chair Program Chair	Poster Chair	President Administrator	112 days (16 weeks) before <b>Fall</b> meeting	2-Jun-18	1-Jun-19
Send e-mail blast reminder <b>Focus: Hotel Arrangements</b>	Arrangements Chair	Administrator	President	98 days (14 weeks) before <b>Fall</b> meeting	16-Jun-18	15-Jun-19
Send e-mail blast reminder <b>Focus: Exhibit and Reception</b>	Exhibit Chair	Administrator	President	70 days (10 weeks) before <b>Fall</b> meeting	14-Jul-18	13-Jul-19
Send e-mail blast reminder <b>Focus: Professional Development courses</b>	Professional Development Chair	Administrator	President	63 days (9 weeks) before <b>Fall</b> meeting	21-Jul-18	20-Jul-19
Prepare postcard for mailing	Administrator	President		56 days (8 weeks) before <b>Fall</b> meeting	28-Jul-18	27-Jul-19
Send e-mail blast reminder <b>Focus: Plenary speakers</b>	Program Chair	Administrator	President	56 days (8 weeks) before <b>Fall</b> meeting	28-Jul-18	27-Jul-19
Send Press Release	Outreach Chair	Administrator		56 days (8 weeks) before <b>Fall</b> meeting	28-Jul-18	27-Jul-19
Send e-mail blast reminder <b>Focus: Webstreaming Option (if available)</b>	Webstreaming Chair	Administrator	President	49 days (7 weeks) before <b>Fall</b> meeting	4-Aug-18	3-Aug-19
Send e-mail blast reminder <b>Focus: Professional Development courses</b>	Professional Development Chair	Administrator	President	42 days (6 weeks) before <b>Fall</b> meeting	11-Aug-18	10-Aug-19
Communicate PDC Headcounts for decision making on holding all courses	Professional Development Chair			42 days (6 weeks) before <b>Fall</b> meeting	11-Aug-18	10-Aug-19
Decide whether to hold all Professional Development courses	Professional Development Chair	Board of Directors		35 days (5 weeks) before <b>Fall</b> meeting	11-Aug-18	17-Aug-19
Send e-mail blast reminder <b>Focus: Exhibit and Reception</b>	Exhibit Chair	Administrator	President	35 days (5 weeks) before <b>Fall</b> meeting	18-Aug-18	17-Aug-19
Make tour and networking arrangements	Membership Chair	Administrator		35 days (5 weeks) before <b>Fall</b> meeting	18-Aug-18	17-Aug-19
Send AV requirements for plenary sessions and PD courses to <b>Arrangements Chair</b>	Program Chair	Professional Development Chair		30 days before <b>Fall</b> meeting	23-Aug-18	22-Aug-19
Prepare timeline for Fall Meeting Send to Administrator	President	Administrator		28 days (4 weeks) before <b>Fall</b> meeting	25-Aug-18	24-Aug-19
Send e-mail blast reminder <b>Focus: Networking, Membership Dinners and D.C. Opportunities</b>	Membership Chair	Administrator	President	28 days (4 weeks) before <b>Fall</b> meeting	25-Aug-18	24-Aug-19
Finalize Exhibit Arrangements	Exhibit Chair	Administrator	Arrangements Chair	28 days (4 weeks) before <b>Fall</b> meeting	25-Aug-18	24-Aug-19
Submit final program agenda, bios, and presentation handouts	Program Chair	Administrator		21 days (3 weeks) before <b>Fall</b> meeting	1-Sep-18	31-Aug-19
Submit professional development course materials	Professional Development Chair	Instructors	Administrator	21 days (3 weeks) before <b>Fall</b> meeting	1-Sep-18	31-Aug-19
Submit committee and officer reports	Committee Chairs Officers	Administrator		21 days (3 weeks) before <b>Fall</b> meeting	1-Sep-18	31-Aug-19
Send e-mail blast reminder <b>Focus: Mobile App</b>	Mobile Coordinator	Administrator		21 days (3 weeks) before <b>Fall</b> meeting	1-Sep-18	31-Aug-19

<b>Task</b>	<b>Primary</b>	<b>Other 1</b>	<b>Other 2</b>	<b>Timeframe</b>	<b>2018</b>	<b>2019</b>
Send e-mail blast reminder Focus: Program and Webstreaming	Program Chair Webstreaming Chair	Administrator	President	14 days (2 weeks) before <b>Fall</b> meeting	<b>8-Sep-18</b>	<b>7-Sep-19</b>
Review Nominating Committee membership and fill vacancies as needed	President	Nominating Chair		14 days (2 weeks) before <b>Fall</b> meeting	<b>8-Sep-18</b>	<b>7-Sep-19</b>
Send e-mail blast reminder Focus: Networking Opportunities, Social Media, Awards, Mobile	Membership Chair, Social Media Chair, Mobile Coord	Administrator	President	7 days before <b>Fall</b> meeting	<b>15-Sep-18</b>	<b>14-Sep-19</b>
<b>Fall Meeting Dates</b>					<b>22-Sep-18</b>	<b>21-Sep-19</b>

Task	Primary	Other 1	Other 2	Timeframe	2018	2019
<b>Membership Year End Timeline</b>						
					<b>2018</b>	<b>2019</b>
Send membership reminder	Web Committee	Membership Chair	Administrator	90 days before membership expiration	<b>2-Oct-18</b>	<b>2-Oct-19</b>
Send membership reminder	Web Committee	Membership Chair	Administrator	60 days before membership expiration	<b>1-Nov-18</b>	<b>1-Nov-19</b>
Send membership reminder	Web Committee	Membership Chair	Administrator	30 days before membership expiration	<b>1-Dec-18</b>	<b>1-Dec-19</b>
Send membership reminder	Web Committee	Membership Chair	Administrator	15 days before membership expiration	<b>16-Dec-18</b>	<b>16-Dec-19</b>
Send membership reminder	Web Committee	Membership Chair	Administrator	7 days before membership expiration	<b>24-Dec-18</b>	<b>24-Dec-19</b>
Send membership reminder	Web Committee	Membership Chair	Administrator	December 31 of current year	<b>31-Dec-18</b>	<b>31-Dec-19</b>
					<b>31-Dec-18</b>	<b>31-Dec-19</b>