



**TIMELINE**  
Spring 2010 Meeting  
New Orleans, LA  
(April 10-14, 2010)

PRESS RELEASE - SPRING MEETING (6 months prior to meeting) Sabrina Caldwell - meeting topics/speakers / Jennifer Mahoney - course schedule	October 2009
MEMBER RENEWAL / UPDATE TO DIRECTORY (Lori)	Late Nov / Early Dec
NOMINATIONS (Richard Willinger) Request for Nominations (December) Election Ballot with candidate biographies (mail after Jan. Board Meeting, 3rd Thur - January 21, 2010)	December 31, 2009
PROFESSIONAL DEVELOPMENT BROCHURES (Jennifer Mahoney) (11 weeks prior to meeting date – extra week allows review)	January 23, 2010
MEETING MATERIALS FOR MAILING (various sources) (10 weeks prior to hotel cut-off date, allows two weeks to process and mail so people have 8 weeks prior to meeting)	January 30, 2010
Cover letter (Lori)	
Registration Form (Lori)	
Hotel Registration form (Lori/hotel)	
Preliminary Meeting Agenda (Sabrina Caldwell/Ann Thompson)	
Travel brochures (Membership - Beth Levi)	
Poster Session (Amy Breedlove)	
AV REQUIREMENTS FOR MEETING AND COURSES (8 weeks prior to mtg date)	February 13, 2010
HEADCOUNTS for decision-making on proceeding w/courses (30 days from meeting)	March 10, 2010
CUT-OFF DATE (3 weeks before meeting) ( <i>Hotel and SCHC deadlines are the same</i> )	March 19, 2010
COMMITTEE REPORTS (3 weeks prior to meeting date) - All Committee Chairs	March 19, 2010
MEETING MATERIALS FOR MEETING (various sources) (3 weeks prior to meeting date for Spring ; 1 week prior to meeting date for Fall)	March 19, 2010
Final Agenda (Sabrina Caldwell (spring) / Ann Thompson (fall))	
Speaker materials (speakers)	
Poster Session (Amy Breedlove)	
PROFESSIONAL DEVELOPMENT MATERIALS (Jennifer Mahoney / Instructors) (3 weeks prior to meeting date for Spring ; 2 weeks prior to meeting date for Fall)	March 14, 2010
AWARDS (Chair appointments needed) (solicit awards nominations to membership at Fall meeting; present candidates to Board at Spring meeting; awards given at Fall meeting)	Fall Meeting April 12, 2010 October 5, 2010
EXHIBIT SHOW (Mary Rudolph) Send notice to potential exhibitors Send follow-up notice	February 2010 July 2010
AWARDS (Professional Development Committee – Jennifer Mahoney) Course attendance hours tabulated for awards given at Fall meeting	following Spring 2010 meeting