Task	Primary	Other 1	Other 2	Timeframe	2019	2020
Spring Meeting Timeline						
Send "Hold the Date" e-mail blast for **Spring Meeting** including reminder on poster session	President	Administrator	Poster Chair	30 days (1 month) after **Fall** meeting	**21-Oct-19**	**19-Oct-20**
Election slate sent to President for BOD review	Nominating Chair	President	BOD Chair	112 days (16 weeks) before **Spring** meeting	**24-Nov-18**	**7-Dec-19**
Finalize PDC brochures Post program on website	Professional Development Chair	Program Chair	Administrator	112 days (16 weeks) before **Spring** meeting	**24-Nov-18**	**7-Dec-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 **Spring** meeting	**24-Nov-18**	**7-Dec-19**
Send e-mail blast reminder Focus: Hotel Arrangements	Arrangements Chair	Administrator	President	98 days (14 weeks) before **Spring** meeting	**8-Dec-18**	**21-Dec-19**
Send e-mail blast reminder Focus: Poster Session Call for Abstracts	Poster Chair	Administrator		70 days (10 weeks) before **Spring** meeting	**5-Jan-19**	**18-Jan-20**
Send e-mail blast reminder Focus: Professional Development courses	Professional Development Chair	Administrator	President	63 days (9 weeks) before **Spring** meeting	**12-Jan-19**	**25-Jan-20**
Prepare postcard for mailing	Administrator	President		56 days (8 weeks) before **Spring** meeting	**19-Jan-19**	**1-Feb-20**
Send e-mail blast reminder Focus: Plenary speakers	Program Chair	Administrator	President	56 days (8 weeks) before **Spring** meeting	**19-Jan-19**	**1-Feb-20**
Send Press Release	Outreach Chair	Administrator		56 days (8 weeks) before **Spring** meeting	**19-Jan-19**	**1-Feb-20**
Send Election Ballot	Nominating Chair	Administrator	President	56 days (8 weeks) before **Spring** meeting	**19-Jan-19**	**1-Feb-20**
Send e-mail blast reminder Focus: Forum Sessions	Forum Chair	Administrator	President	49 days (7 weeks) before **Spring** meeting	**26-Jan-19**	**8-Feb-20**
Send e-mail blast reminder Focus: Professional Development courses	Professional Development Chair	Administrator	President	42 days (6 weeks) before **Spring** meeting	**2-Feb-19**	**15-Feb-20**
Communicate PDC Headcounts for decision making on holding all courses	Professional Development Chair			42 days (6 weeks) before **Spring** meeting	**2-Feb-19**	**15-Feb-20**
Send Election Ballot reminder	Nominating Chair	Administrator	President	42 days (6 weeks) before **Spring** meeting	**2-Feb-19**	**15-Feb-20**
Decide whether to hold all Professional Development courses	Professional Development Chair	Board of Directors		35 days (5 weeks) before **Spring** meeting	**9-Feb-19**	**22-Feb-20**
Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts	Poster Chair	Administrator	President	35 days (5 weeks) before **Spring** meeting	**9-Feb-19**	**22-Feb-20**
Make tour and networking arrangements	Membership Chair	Administrator		35 days (5 weeks) before **Spring** meeting	**9-Feb-19**	**22-Feb-20**
Send AV requirements for plenary sessions and PD courses to Arrangements Chair	Program Chair	Professional Development Chair		30 days before **Spring** meeting	**14-Feb-19**	**27-Feb-20**
Prepare timeline for Fall Meeting Send to Administrator	President	Administrator		28 days (4 weeks) before **Spring** meeting	**16-Feb-19**	**29-Feb-20**
Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities	Membership Chair	Administrator	President	28 days (4 weeks) before **Spring** meeting	**16-Feb-19**	**29-Feb-20**
Finalize Poster Session Arrangements	Poster Chair	Administrator		21 days (3 weeks) before **Spring** meeting	**23-Feb-19**	**7-Mar-20**

Task	Primary	Other 1	Other 2	Timeframe	2019	2020
Submit final program agenda, speaker bios, and presentation handouts	Program Chair	Administrator		21 days (3 weeks) before **Spring** meeting	**23-Feb-19**	**7-Mar-20**
Submit professional development course materials	Professional Development Chair	Instructors	Administrator	21 days (3 weeks) before **Spring** meeting	**23-Feb-19**	**7-Mar-20**
Submit committee and officer reports	Committee Chairs Officers	Administrator	President	21 days (3 weeks) before **Spring** meeting	**23-Feb-19**	**7-Mar-20**
Send e-mail blast reminder Focus: Mobile App	Mobile Coordinator	Administrator		21 days (3 weeks) before **Spring** meeting	**23-Feb-19**	**7-Mar-20**
Send e-mail blast reminder Focus: Plenary speakers and Forum sessions	Program Chair Forum Chair	Administrator	President	14 days (2 weeks) before **Spring** meeting	**2-Mar-19**	**14-Mar-20**
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 **Spring** meeting	**9-Mar-19**	**21-Mar-20**
Spring Meeting Dates					**16-Mar-2019**	**28-Mar-2020**

Task	Primary	Other 1	Other 2	Timeframe	2019	2020
Fall Meeting Timeline						
Send "Hold the Date" e-mail blast for **Fall Meeting**	President	Administrator		30 days (1 month) after **Spring** Meeting	**15-Apr-19**	**27-Apr-20**
Finalize PDC brochures Post program on website	Professional Development Chair	Program Chair	Administrator	112 days (16 weeks) before **Fall** meeting	**1-Jun-19**	**30-May-20**
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 **Fall** meeting	**1-Jun-19**	**30-May-20**
Send e-mail blast reminder Focus: Hotel Arrangements	Arrangements Chair	Administrator	President	98 days (14 weeks) before **Fall** meeting	**15-Jun-19**	**13-Jun-20**
Send e-mail blast reminder Focus: Exhibit and Reception	Exhibit Chair	Administrator	President	70 days (10 weeks) before **Fall** meeting	**13-Jul-19**	**11-Jul-20**
Send e-mail blast reminder Focus: Professional Development courses	Professional Development Chair	Administrator	President	63 days (9 weeks) before **Fall** meeting	**20-Jul-19**	**18-Jul-20**
Prepare postcard for mailing	Administrator	President		56 days (8 weeks) before **Fall** meeting	**27-Jul-19**	**25-Jul-20**
Send e-mail blast reminder Focus: Plenary speakers	Program Chair	Administrator	President	56 days (8 weeks) before **Fall** meeting	**27-Jul-19**	**25-Jul-20**
Send Press Release	Outreach Chair	Administrator		56 days (8 weeks) before **Fall** meeting	**27-Jul-19**	**25-Jul-20**
Send e-mail blast reminder Focus: Webstreaming Option (if available)	Webstreaming Chair	Administrator	President	49 days (7 weeks) before **Fall** meeting	**3-Aug-19**	**1-Aug-20**
Send e-mail blast reminder Focus: Professional Development courses	Professional Development Chair	Administrator	President	42 days (6 weeks) before **Fall** meeting	**10-Aug-19**	**8-Aug-20**
Communicate PDC Headcounts for decision making on holding all courses	Professional Development Chair			42 days (6 weeks) before **Fall** meeting	**10-Aug-19**	**8-Aug-20**
Decide whether to hold all Professional Development courses	Professional Development Chair	Board of Directors		35 days (5 weeks) before **Fall** meeting	**17-Aug-19**	**8-Aug-20**
Send e-mail blast reminder Focus: Exhibit and Reception	Exhibit Chair	Administrator	President	35 days (5 weeks) before **Fall** meeting	**17-Aug-19**	**15-Aug-20**
Make tour and networking arrangements	Membership Chair	Administrator		35 days (5 weeks) before **Fall** meeting	**17-Aug-19**	**15-Aug-20**
Send AV requirements for plenary sessions and PD courses to Arrangements Chair	Program Chair	Professional Development Chair		30 days before **Fall** meeting	**22-Aug-19**	**20-Aug-20**
Prepare timeline for Fall Meeting Send to Administrator	President	Administrator		28 days (4 weeks) before **Fall** meeting	**24-Aug-19**	**22-Aug-20**
Send e-mail blast reminder Focus: Networking, Membership Dinners and D.C. Opportunities	Membership Chair	Administrator	President	28 days (4 weeks) before **Fall** meeting	**24-Aug-19**	**22-Aug-20**
Finalize Exhibit Arrangements	Exhibit Chair	Administrator	Arrangements Chair	28 days (4 weeks) before **Fall** meeting	**24-Aug-19**	**22-Aug-20**
Submit final program agenda, bios, and presentation handouts	Program Chair	Administrator		21 days (3 weeks) before **Fall** meeting	**31-Aug-19**	**29-Aug-20**
Submit professional development course materials	Professional Development Chair	Instructors	Administrator	21 days (3 weeks) before **Fall** meeting	**31-Aug-19**	**29-Aug-20**
Submit committee and officer reports	Committee Chairs Officers	Administrator		21 days (3 weeks) before **Fall** meeting	**31-Aug-19**	**29-Aug-20**
Send e-mail blast reminder Focus: Mobile App	Mobile Coordinator	Administrator		21 days (3 weeks) before **Fall** meeting	**31-Aug-19**	**29-Aug-20**

Task	Primary	Other 1	Other 2	Timeframe	2019	2020
Send e-mail blast reminder Focus: Program and Webstreaming	Program Chair Webstreaming Chair	Administrator	President	14 days (2 weeks) before **Fall** meeting	7-Sep-19	5-Sep-20
Review Nominating Committee membership and fill vacancies as needed	President	Nominating Chair		14 days (2 weeks) before **Fall** meeting	7-Sep-19	5-Sep-20
Send e-mail blast reminder Focus: Networking Opportunities, Social Media, Awards, Mobile	Membership Chair, Social Media Chair, Mobile Coord	Administrator	President	7 days before **Fall** meeting	14-Sep-19	12-Sep-20
Fall Meeting Dates					**21-Sep-2019**	**19-Sep-2020**
Membership Year End Timeline						
					2019	**2020**
Send membership reminder	Web Committee	Membership Chair	Administrator	90 days before membership expiration	2-Oct-19	2-Oct-20
Send membership reminder	Web Committee	Membership Chair	Administrator	60 days before membership expiration	1-Nov-19	1-Nov-20
Send membership reminder	Web Committee	Membership Chair	Administrator	30 days before membership expiration	1-Dec-19	1-Dec-20
Send membership reminder	Web Committee	Membership Chair	Administrator	15 days before membership expiration	16-Dec-19	16-Dec-20
Send membership reminder	Web Committee	Membership Chair	Administrator	7 days before membership expiration	24-Dec-19	24-Dec-20
Send membership reminder	Web Committee	Membership Chair	Administrator	December 31 of current year	31-Dec-19	31-Dec-20
					31-Dec-19	**31-Dec-20**