For Spring Meeting including reminder mount of the president for BOD Chair reminder an output session of telection solds sent to President for BOD Chair reminder and website professional protest professional protest professional protest professional protest program chair chai	Task	Primary	Other 1	Other 2	Timeframe	2019	2020		
For Spring Meeting including reminder mount of the president for BOD Chair session and the president for BOD Chair session and the processor of the processor o	Spring Meeting Timeline								
reminder on posters session BECTION patter star to President for BECTION patterns to BECTI	Send "Hold the Date" e-mail blast	President	Administrator	Poster Chair	30 days (1 month) after				
Election slates earn to President for Roominating President SoD Chair 122 days (16 weeks) before Spring meeting Program Chair	for Spring Meeting including				Fall meeting	21-Oct-19	19-Oct-20		
Rob review Chair Chair Professional Development Chair Professional Development Chair President Chair Chair Chair President Chair Chair Chair President Chair	reminder on poster session								
Roof review Chair Professional Devolopment Chair Program	Election slate sent to President for	_	President	BOD Chair		24-Nov-18	7-Dec-19		
Post program on website Development Chair Membership Cover letter Administrator Pregram materials for distribution: Chair Registration form link Agenda Poster session information Membership activities Send e-mail biast reminder Focus Enton							7 200 20		
Chair Prepare materials for distribution: Cher Chair Chair President Administrator President Administrator President Administrator President Administrator President Administrator President Administrator President Soria meeting 24-Nov-18 7-Dec-19 Program Chair President Administrator President Soria meeting Soria			Program Chair	Administrator					
Pregame materials for distribution: Chair Registration form link Agenda Poster session information Membership activities Send e-mail biast reminder Focus Poster Session Focus Professional Development Chair Pregaments Send e-mail biast reminder Focus Professional Pregaments Send e-mail biast reminder Focus Professional Professional Chair Pregaments Send e-mail biast reminder Focus Professional Chair Send e-mail biast reminder Focus Form Send e-mail biast reminder Chair Send e-mail biast reminder Chair Send e-mail biast reminder Focus Form Sessions Form Chair Send e-mail biast reminder Focus Form Sessions Form Chair Send e-mail biast reminder Formunicate PDC Headcounts for decision making on holding all Consumers Send e-mail biast reminder Chair Nominating Chair Nominating Chair Administrator Send e-mail biast reminder Focus Form Sessions Form Send e-mail biast reminder Chair Nominating Administrator Chair Nominating Administrator Send e-mail biast reminder Focus Form Sessions	Post program on website	•			before Spring meeting	24-Nov-18	7-Dec-19		
Cover letter Registration form link Agenda Program Chair Agenda Poster session information Membership activities Program Chair Agenda Poster session call for Abstracts Send e-mail biast reminder Focus. Proster Session Call for Abstracts Send e-mail biast reminder Focus Proster Session Call for Abstracts Send e-mail biast reminder Focus Proster Session Call for Abstracts Send e-mail biast reminder Focus Proster Session Call for Abstracts Send e-mail biast reminder Focus Proster Session Call for Abstracts Send e-mail biast reminder Focus Proster Session Call for Abstracts Send e-mail biast reminder Focus Proster Send e-mail biast reminder Focus Proster Send e-mail biast reminder Focus Proster Send Even Send Even Send Send Even Send Even Send Send Even Send Send Even Send Send Send Send Send Send Send Se	Dungana mantaniala fan distuibutian.		Danton Chain	Dunnidout	112 days (10 yya aka)				
Registration form link Agenda Poster session information Membership activities Sende e-mail bits treminder Focus: Potes sission Call for Abstracts Sende e-mail bits treminder Focus: Potes sission Call for Abstracts Sende e-mail bits treminder Focus: Potes sission Call for Abstracts Sende e-mail bits treminder Focus: Potes sission Call for Abstracts Sende e-mail bits treminder Focus: Potes sission Call for Abstracts Sende e-mail bits treminder Focus: Potes sission Edul for Sende e-mail bits treminder Focus: Potes sission Sende e-mail bits treminder Focus: Foreis sission Sende E-mail Foreis sission Sende E-mail Foreis sission Sende Potes Sende e-mail bits treminder Focus: Foreis sission Sende Potes Sende e-mail bits treminder Focus: Foreis sission Sende Potes Sende e-mail bits treminder Focus: Foreis sission Sende Potes Sende e-mail bits treminder Focu	1		Poster Chair						
Agenda Poster session information Membership activities Send e-mail biast reminder Courses Focus: Professional Development Chair Send e-mail biast reminder Focus: Professional Development Courses Send e-mail biast reminder Focus: Professional Development Focus: Professional				Auministrator	before Spring meeting				
Foster session information Membership activities Sand e-mail bast reminder Focus: Hotel Arrangements Send e-mail bast reminder Focus: Profession Cali for Abstracts Send e-mail bast reminder Focus: Professional Development Chair Prepare postcard for mailing Send e-mail bast reminder Focus: Professional Development Chair Frequency posters Release Outreach Chair Send e-mail bast reminder Focus: Professional Development Chair Frequency postcard for mailing Send e-mail bast reminder Focus: Professional Development Chair Frequency postcard for mailing Send e-mail blast reminder Focus: Plenary soeakers Send Press Release Outreach Chair Administrator Send e-mail blast reminder Focus: Professional Development Chair Send e-mail blast reminder Focus: Professional Development Chair Send e-mail blast reminder Focus: Professional Development Chair Fresident Administrator Fresident Sid days (8 weeks) before Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Professional Development Chair Focus: Frofessional Development Chair Fresident Administrator Fresident Sid days (8 weeks) before Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Frofessional Development Chair Fresident Administrator Fresident Sid days (8 weeks) before Spring meeting 26-Jan-19 3-Feb-20 Soring meeting 27-Feb-19 3-Feb-20 Soring meeting 28-Feb-19 3-Feb-20 Soring meeting 38-Feb-20 Soring meeting 38-Feb-20 Soring meeting		Program Chair				24-Nov-18	7-Dec-19		
Membership activities Send e-mail blast reminder Focus: Pote Administrator President Spring meeting Spring meetin	~					211101 20	7 200 20		
Send e-mail blast reminder Course Networking, Membership Chair Administrator Focus: Professional Development Chair Administrator Focus: Professional Development Chair Send e-mail blast reminder Focus: Professional Development Courses Send e-mail blast reminder Focus: Professional Development Courses Send e-mail blast reminder Focus: Professional Development Courses Send e-mail blast reminder Professional Development Chair Send e-mail blast									
Second e-mail blast reminder Professional chair President Second e-mail blast reminder Focus: Professional blast reminder Professional chair President Spring meeting Substitute Substi	Membership activities								
Focus: Piches Arangements Send e-mail blast reminder Focus: Professional Development Courses Send e-mail blast reminder Focus: Plenary Seaders Send Press Release Outreach Chair Send e-mail blast reminder Focus: Plenary Seaders Send Pressident Send e-mail blast reminder Focus: Plenary Seaders Send Pressident Send e-mail blast reminder Focus: Plenary Seaders Send Pressident Send e-mail blast reminder Focus: Plenary Seaders Send Pressident Send e-mail blast reminder Focus: Plenary Seaders Send Pressident Send e-mail blast reminder Focus: Plenary Seaders Send Pressident Send e-mail blast reminder Chair Chair Send e-mail blast reminder Focus: Pressident Send e-mail blast reminder Chair Potestional Development Chair Send e-mail blast reminder Chair Potestional Development Chair Send e-mail blast reminder Focus: Final Poster Session Call for Administrator Chair Send e-mail blast reminder Focus: Final Poster Session Call for Administrator Send e-mail blast reminder Focus: Final Poster Session Call for Administrator Send e-mail blast reminder Focus: Final Poster Session Call for Administrator Send e-mail blast reminder Focus: Final Poster Session Call for Administrator Send e-mail blast reminder Focus: Final Poster Session Call for Administrator Send e-mail blast reminder Focus: Final Poster Session Cal	Send e-mail blast reminder	Arrangements	Administrator	President	98 days (14 weeks) before	8-Dec-18	21-Dec-19		
Administrator President Spring meeting S-Jan-19 18-Jan-20 Abstracts Send e-mail blast reminder Focus: Professional Development Chair Send Electron Ballot reminder Focus: Forms Send Electron Ballot reminder Courses Communicate PDC Headcounts for Development Courses Configurate Professional Development Courses Configurate Professi	Focus: Hotel Arrangements					0-Det-10	21-Dec-13		
Administrator Courses Focus: Professional Development Chair Focus: Professional Development Chair Focus: Professional Development Chair Focus: Professional Development Chair Focus: Forum Sessions Focus: Forum Sessions Focus: Forum Sessions Focus: Forum Sessional Development Chair Focus: Final Poster Session Call for Abstracts Make tour and networking Administrator Focus: Final Poster Session Call for Abstracts Make tour and networking Administrator Focus: Final Poster Session Call for Abstracts Make tour and networking Focus: Networking, Membership Focus: Net	Send e-mail blast reminder	Poster Chair	Administrator		70 days (10 weeks) before				
Administrator President Galays (9 weeks) before Spring meeting 12-Jan-19 25-Jan-20	Focus: Poster Session Call for				Spring meeting	5-Jan-19	18-Jan-20		
Focus: Professional Development Courses Chair Prepare postcard for mailling Administrator Send e-mail blast reminder Focus: Plenary speakers Send Press Release Outreach Chair Send e-mail blast reminder Focus: Plenary speakers Send Press Release Outreach Chair Send e-mail blast reminder Focus: Plenary speakers Send Press Release Outreach Chair Send e-mail blast reminder Focus: Post e-mail blast reminder Focus: Post e-mail blast reminder Focus: Forum Sessions Send e-mail blast reminder Focus: Forum Sessions Send e-mail blast reminder Focus: Forum Sessions Communicate PDC Headcounts for Development Courses Send Election Ballot reminder Chair Chair Send Election Ballot reminder Focus: Forum Sessions Chair Focus: Forum Sessions Chair Chair Chair Send Election Ballot reminder Focus: Forum Sessions Send e-mail blast reminder Focus: Forum Sessions Chair Chair Chair Send Election Ballot reminder Chair Chair Chair Chair Send Election Ballot reminder Chair Chair Chair Chair Send Election Ballot reminder Chair Chair Chair Chair Chair Chair Chair Administrator Chair Administrator Chair Administrator Chair Administrator Chair Administrator Chair Spring meeting C-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 22-Feb-19 22-Feb-20 2-Feb-19 22-Feb-20 2-Feb-19 22-Feb-20 2-Feb-19 22-Feb-20 Administrator Chair Spring meeting C-Feb-19 22-Feb-20 Chair Spring meeting C-Feb-19 22-Feb-20 Chair Spring meeting Chair Chair Spring meeting Chair					1				
Chair Prepare postcard for mailing Administrator President Sof days (8 weeks) before Spring meeting Spring Spr			Administrator	President	, , ,	40.1.40			
Prepare postcard for mailing Administrator President Spring meeting Sol days (8 weeks) before Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Flenary speakers Send Press Release Outreach Chair Administrator Sol days (8 weeks) before Spring meeting 19-Jan-19 1-Feb-20 Send Press Release Outreach Chair Sol days (8 weeks) before Spring meeting 19-Jan-19 1-Feb-20 Send Election Ballot Nominating Chair Spring meeting 19-Jan-19 1-Feb-20 Send Election Ballot Professional Development Chair Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Forum Sessions Forum Chair President Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Forum Sessions Obevelopment Courses Chair Professional Development Chair Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Forum Sessions Obevelopment Chair Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Forum Sessional Development Chair Spring meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Final Poster Spring Meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Final Poster Spring Meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Final Poster Spring Meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Final Poster Spring Meeting 19-Jan-19 1-Feb-20 Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking Administrator Focus: Final Poster Session Call for Abstracts Make tour and networking Forum Spring Meeting 19-Feb-19 122-Feb-20 Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking Forum Spring Meeting 19-Feb-19 19-Feb-20 Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Forum Spring Meeting 19-Feb-19 19-Feb-20 Send e-mail blast reminder Focus: Final Meeting Send AV requirements for plenary Sessions and Poster Sessional Post	'				Spring meeting	12-Jan-19	25-Jan-20		
Send e-mail blast reminder Focus: Plenary speakers Send Press Release Outreach Chair Send Election Ballot Send Election Ballot Send e-mail blast reminder Focus: President Send e-mail blast reminder Focus: Forum Sessions Send e-mail blast reminder Courses Communicate PDC Headcounts for Chair Chair Professional Development Courses Send Election Ballot reminder Nominating Courses Send Election Ballot reminder Chair Send e-mail blast reminder Focus: Forum Sessional Development Courses Send Election Ballot reminder Nominating Chair Send e-mail blast reminder Forum Sessional Development Courses Send e-mail blast reminder Forum Sessional Development Courses Send Election Ballot reminder Nominating Chair Foressional Development Courses Send Election Ballot reminder Nominating Administrator Send e-mail blast reminder Forum Session Call for Abstracts Make tour and networking Make tour and networking Make tour and networking Send Averquirements for plenary Send Averquirements fo			Dunnisland		FC days (Quasilis) hafara				
Send e-mail blast reminder Program Chair Administrator President So days (8 weeks) before 19-Jan-19 1-Feb-20 Send Press Release Outreach Chair Administrator So days (8 weeks) before Spring meeting So days (9 weeks) b	Prepare postcard for mailing	Administrator	President			19-Jan-19	1-Feb-20		
Spring meeting 19-Jan-19 1-Feb-20	Send e-mail blast reminder	Program Chair	Administrator	President					
Send Press Release Outreach Chair Administrator Send Election Ballot Nominating Chair Administrator Send e-mail blast reminder Focus: Forum Sessions Send e-mail blast reminder Focus: Forim Sessional Development Courses Chair Communicate PDC Headcounts for decision making on holding all Courses Send Election Ballot reminder Professional Development Chair Send Election Ballot reminder Focus: Forim Sessional Development Courses Chair Communicate PDC Headcounts for decision making on holding all Courses Chair Development Chair Professional Development Chair Spring meeting 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 2-Feb-19 2-Feb-19 2-Feb-20 2-Feb-20 2-Feb-19 2-Feb-20		rogram chan	Administrator	resident		19-Jan-19	1-Feb-20		
Send Election Ballot Nominating Chair Send e-mail blast reminder Focus: Forum Sessions Send e-mail blast reminder Focus: Fore Sessional Development Communicate PDC Headcounts for decision making on holding all Communicate PDC Headcounts for decision making on holding all Communicate PDC Headcounts for Chair Nominating Chair Nominating Chair Nominating Administrator President 42 days (6 weeks) before Spring meeting 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 15-Feb-20 2-Feb-19 2-Feb-19 2-Feb-20 2-Feb-19 2-Feb-20 2-Feb-19 2-Feb-20 2-Feb-19 2-Feb-20 2-Feb-20 2-Feb-19 2-Feb-20 2-Feb-20 2-Feb-19 2-Feb-20 2-Feb-20 2-Feb-19 2-Feb-20		Outreach Chair	Administrator						
Send e-mail blast reminder Forum Chair Professional Courses Chair Professional Development Courses Chair Nominating Chair Professional Development Courses Chair Professional Development Courses Chair Professional Development Courses Chair Development Chair Professional Development Course Chair Professional Development						19-Jan-19	1-Feb-20		
Send e-mail blast reminder Focus: Forum Sessions Send e-mail blast reminder Focus: Professional Development Chair Chair Chair Send e-mail blast reminder Focus: Professional Development Chair C	Send Election Ballot	Nominating	Administrator	President	56 days (8 weeks) before	40.1.40	4 - 1 - 0		
Spring meeting Spri		Chair			Spring meeting	19-Jan-19	1-Feb-20		
Spring meeting Spri	Send e-mail blast reminder	Forum Chair	Administrator	President	49 days (7 weeks) before	26.1 40	0.5.1.00		
Focus: Professional Development Courses Communicate PDC Headcounts for decision making on holding all courses Send Election Ballot reminder Chair Nominating Chair Nominating Send Election Ballot reminder Chair Nominating Chair Nominating Chair Nominating Send Election Ballot reminder Chair Nominating Chair Nominating Send Election Ballot reminder Chair Nominating Chair Administrator Spring meeting 2-Feb-19 2-Feb-19 2-Feb-20 2-F	Focus: Forum Sessions					26-Jan-19	8-Feb-20		
Courses Communicate PDC Headcounts for decision making on holding all Development Courses Send Election Ballot reminder Decide whether to hold all Professional Development Chair Decide whether to hold all Professional Development Chair Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair Send to Administrator Send e-mail blast reminder Focus: Retworking, Membership Send to Administrator Send e-mail blast reminder Focus: Retworking, Membership Dinners and Location Opportunities Chair President 42 days (6 weeks) before Spring meeting 2-Feb-19 15-Feb-20 42 days (6 weeks) before Spring meeting 9-Feb-19 22-Feb-20 42 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 Administrator Spring meeting 14-Feb-19 27-Feb-20 Administrator Spring meeting 16-Feb-19 29-Feb-20 29-Feb-20	Send e-mail blast reminder	Professional	Administrator	President	42 days (6 weeks) before				
Communicate PDC Headcounts for decision making on holding all courses Chair Nominating Chair Decelopment Chair Administrator Decide whether to hold all Professional Development Chair Send Election Ballot reminder Decide whether to hold all Professional Development Chair Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair Prepare timeline for Fall Meeting Send to Administrator Send e-mail blast reminder Professional Development Chair Administrator President Administrator President Spring meeting 35 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 14-Feb-19 27-Feb-20 Administrator Professional Development Chair Administrator Professional Development Chair Administrator Spring meeting 14-Feb-19 27-Feb-20 Administrator Spring meeting 14-Feb-19 27-Feb-20 Administrator President Administrator Spring meeting 14-Feb-19 27-Feb-20 28-Feb-20 Administrator President 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20	Focus: Professional Development	Development			Spring meeting	2-Feb-19	15-Feb-20		
Development Chair Send Election Ballot reminder Chair Decide whether to hold all Professional Development Chair Send Election Ballot reminder Professional Development courses Send Election Ballot reminder Chair Decide whether to hold all Professional Development courses Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair President Administrator President Spring meeting Spring meeting 2-Feb-19 15-Feb-20 22-Feb-20 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 Spring meeting 9-Feb-19 22-Feb-20 Spring meeting 9-Feb-19 22-Feb-20 Spring meeting 9-Feb-19 22-Feb-20 Spring meeting 9-Feb-19 22-Feb-20 Spring meeting 14-Feb-19 27-Feb-20 Spring meeting President Spring meeting 14-Feb-19 27-Feb-20 Spring meeting President Spring meeting 14-Feb-19 27-Feb-20 Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities									
Courses Chair Send Election Ballot reminder Chair Nominating Chair Nominating Chair Nominating Chair Nominating Chair Nominating Chair Nominating Chair Professional Professional Development courses Spring meeting Professional Development courses Spring meeting 9-Feb-19 22-Feb-20 Administrator Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Membership Chair Professional Development Chair Administrator President Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 9-Feb-19 22-Feb-20 Administrator Spring meeting 14-Feb-19 27-Feb-20 Arrangements Chair President Administrator Send to Administrator Send to Administrator Send to Administrator Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Administrator Administrator President Administrator President Administrator President Administrator Spring meeting 16-Feb-19 29-Feb-20 29-Feb-20 29-Feb-20									
Send Election Ballot reminder Chair Decide whether to hold all Professional Development courses Chair President President Spring meeting	decision making on holding all	· ·			Spring meeting	2-Feb-19	15-Feb-20		
Chair Chair Chair Chair Chair Chair Chair Chair Chair Professional Professional Development courses Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair Professional Development Chair President Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 35 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 Administrator Spring meeting 14-Feb-19 27-Feb-20 Administrator Send Administrator Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities			A -l	Duratidanak	42 days (6 years les) la sfaus				
Decide whether to hold all Professional Development courses Professional Development Chair Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair President Professional Development Chair Administrator Administrator President Administrator President Administrator Spring meeting Administrator Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 9-Feb-19 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 23-Feb-19 22-Feb-20 23-Feb-19 22-Feb-20 24-Feb-19 27-Feb-20 Arrangements Chair President Administrator President Administrator President Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities	Send Election Ballot reminder	_	Administrator	President	, , , ,	2-Feb-19	15-Feb-20		
Professional Development courses Development Chair Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair President Administrator Administrator Professional Development Chair Professional Development Chair Professional Development Chair Professional Development Chair Program Chair President Administrator Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 35 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 27-Feb-20 Administrator Spring meeting 14-Feb-19 27-Feb-20 Administrator Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities	Docido whather to hold all		Poard of						
Chair Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair President Professional Development Chair Professional Development Chair President Administrator Professional Development Chair President Administrator Spring meeting Professional Development Chair President Administrator Spring meeting 14-Feb-19 27-Feb-20 27-Feb-20 27-Feb-20 Administrator Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Nembership Chair Administrator President Administrator						9-Feh-19	22-Feb-20		
Send e-mail blast reminder Focus: Final Poster Session Call for Abstracts Make tour and networking arrangements Send AV requirements for plenary sessions and PD courses to Arrangements Chair President Administrator Administrator President 35 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 35 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 22-Feb-20 22-Feb-20 22-Feb-20 23-Feb-20 24-Feb-19 27-Feb-20 25-Feb-20 27-Feb-20 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20 29-Feb-20 29-Feb-20 29-Feb-20 29-Feb-20	Professional Development courses	•	Directors		Spring meeting	3 1 0 13			
Focus: Final Poster Session Call for Abstracts Make tour and networking Administrator Chair Send AV requirements for plenary sessions and PD courses to Arrangements Chair Prepare timeline for Fall Meeting Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Spring meeting Administrator Administrator Spring meeting 35 days (5 weeks) before Spring meeting 9-Feb-19 22-Feb-20 30 days before Spring meeting 44-Feb-19 27-Feb-20 27-Feb-20 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20	Send e-mail blast reminder		Administrator	President	35 days (5 weeks) before				
Make tour and networking arrangementsMembership ChairAdministrator35 days (5 weeks) before Spring meeting9-Feb-1922-Feb-20Send AV requirements for plenary sessions and PD courses to Arrangements Chair Prepare timeline for Fall Meeting Send to AdministratorProfessional Development Chair30 days before Spring meeting14-Feb-1927-Feb-20Send e-mail blast reminder Focus: Networking, Membership Dinners and Location OpportunitiesPresidentAdministrator28 days (4 weeks) before Spring meeting16-Feb-1929-Feb-20	Focus: Final Poster Session Call for					9-Feb-19	22-Feb-20		
arrangements Chair Spring meeting 9-Feb-19 22-Feb-20 Send AV requirements for plenary sessions and PD courses to Arrangements Chair Prepare timeline for Fall Meeting Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Chair Professional 30 days before Spring meeting 14-Feb-19 27-Feb-20 Sepring meeting 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20	Abstracts								
Arrangements Chair Spring meeting Send AV requirements for plenary sessions and PD courses to Arrangements Chair Prepare timeline for Fall Meeting Send to Administrator Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Chair Professional 30 days before Spring meeting 28 days (4 weeks) before Spring meeting 14-Feb-19 27-Feb-20 28 days (4 weeks) before Spring meeting 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20	Make tour and networking	Membership	Administrator		35 days (5 weeks) before	9-Feh-19	22-Feh-20		
Sessions and PD courses to Arrangements Chair Prepare timeline for Fall Meeting Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Development Chair Development Chair Development Chair Development Chair Development Chair Spring meeting 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20 29-Feb-20						3 1 CD 13	22 1 05 20		
Arrangements Chair Prepare timeline for Fall Meeting Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Chair		Program Chair			-	44-4			
Prepare timeline for Fall Meeting Send to Administrator President Administrator Administrator 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20 Administrator Focus: Networking, Membership Dinners and Location Opportunities President 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20	sessions and PD courses to				Spring meeting	14-Feb-19	27-Feb-20		
Send to Administrator Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Spring meeting Administrator President President Spring meeting 28 days (4 weeks) before Spring meeting 16-Feb-19 29-Feb-20	Arrangements Chair	Dan et de la la		+	20 -1 (4 1) 1 . 5				
Send e-mail blast reminder Focus: Networking, Membership Dinners and Location Opportunities Membership Chair Administrator President Spring meeting 16-Feb-19 29-Feb-20		President	Administrator			16 Eab 10	20 Eab 20		
Focus: Networking, Membership Dinners and Location Opportunities Chair Spring meeting 16-Feb-19 29-Feb-20	Sena to Administrator	1			opring meeting	10-L60-13	23-FED-20		
Focus: Networking, Membership Dinners and Location Opportunities Chair Spring meeting 16-Feb-19 29-Feb-20	Send e-mail blast reminder	Membershin	Administrator	President	28 days (4 weeks) hefore				
Dinners and Location Opportunities		•		1.2.2		40 F-L 40	20 5-1-22		
		1			, 5	16-Feb-19	29-Feb-20		
Finalize Poster Session Poster Chair Administrator 21 days (3 weeks) before									
23-Feb-19 7-Mar-20	Finalize Poster Session	Poster Chair	Administrator		21 days (3 weeks) before	22 Ech 10	7-Mar 20		
Arrangements Spring meeting 23-Feb-19 7-War-20	Arrangements	<u> </u>		<u> </u>	Spring meeting		7-1VIAI-2U		

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						28-Mar-2020

Task	Primary	Other 1	Other 2	Timeframe	2019	2020	
Fall Meeting Timeline							
Send "Hold the Date" e-mail blast	President	Administrator		30 days (1 month) after	15-Apr-19	27-Apr-20	
for Fall Meeting				Spring Meeting	10 / lp. 13	27740.20	
Finalize PDC brochures	Professional	Program Chair	Administrator	112 days (16 weeks)	1-Jun-19	20 May 20	
Post program on website	Development Chair			before Fall meeting	1-3411-19	30-May-20	
Prepare materials for distribution:	Membership	Poster Chair	President	112 days (16 weeks)			
Cover letter	Chair		Administrator	before Fall meeting			
Registration form link	Program Chair						
Agenda					1-Jun-19	30-May-20	
Poster session information							
Membership activities							
Send e-mail blast reminder	Arrangements	Administrator	President	98 days (14 weeks) before			
Focus: Hotel Arrangements	Chair			Fall meeting	15-Jun-19	13-Jun-20	
Send e-mail blast reminder	Exhibit Chair	Administrator	President	70 days (10 weeks) before	13-Jul-19	11-Jul-20	
Focus: Exhibit and Reception				Fall meeting		11 34: 10	
Send e-mail blast reminder	Professional	Administrator	President	63 days (9 weeks) before	20 1 10	18-Jul-20	
Focus: Professional Development	Development Chair			Fall meeting	20-Jul-19	18-Jui-20	
courses Prepare postcard for mailing	Administrator	President		56 days (8 weeks) before			
				Fall meeting	27-Jul-19	25-Jul-20	
Send e-mail blast reminder	Program Chair	Administrator	President	56 days (8 weeks) before	27-Jul-19	25-Jul-20	
Focus: Plenary speakers				Fall meeting	27 34. 15	25 341 20	
Send Press Release	Outreach Chair	Administrator		56 days (8 weeks) before	27-Jul-19	25-Jul-20	
Send e-mail blast reminder	Webstreaming	Administrator	President	Fall meeting 49 days (7 weeks) before			
Focus: Webstreaming Option (if	Chair	Administrator	Fresident	Fall meeting	3-Aug-19	1-Aug-20	
lavailable)	Chan			i dii inceting	0 1 tug =0	_ /g	
Send e-mail blast reminder	Professional	Administrator	President	42 days (6 weeks) before			
Focus: Professional Development	Development			Fall meeting	10-Aug-19	8-Aug-20	
courses	Chair						
Communicate PDC Headcounts for	Professional			42 days (6 weeks) before	40 4 40	0.4	
decision making on holding all	Development			Fall meeting	10-Aug-19	8-Aug-20	
courses Decide whether to hold all	Chair Professional	Board of		35 days (5 weeks) before			
Professional Development courses	Development	Directors		Fall meeting	17-Aug-19	8-Aug-20	
·	Chair			Ü			
Send e-mail blast reminder	Exhibit Chair	Administrator	President	35 days (5 weeks) before	17-Aug-19	15-Aug-20	
Focus: Exhibit and Reception				Fall meeting			
Make tour and networking	Membership	Administrator		35 days (5 weeks) before	17-Aug-19	15-Aug-20	
arrangements Send AV requirements for plenary	Chair Program Chair	Professional		Fall meeting 30 days before			
sessions and PD courses to	r rogram chan	Development		Fall meeting	22-Aug-19	20-Aug-20	
Arrangements Chair		Chair			· ·		
Prepare timeline for Fall Meeting	President	Administrator		28 days (4 weeks) before	24 Aug 10	22 Aug 20	
Send to Administrator				Fall meeting	24-Aug-19	22-Aug-20	
Send e-mail blast reminder	Membership	Administrator	President	28 days (4 weeks) before			
Focus: Networking, Membership	Chair			Fall meeting	24-Aug-19	22-Aug-20	
Dinners and D.C. Opportunities	Fullible Chair	A dustinistants a	A	20 days (4s alsa) b afairs			
Finalize Exhibit Arrangements	Exhibit Chair	Administrator	Arrangements Chair	28 days (4 weeks) before	24-Aug-19	22-Aug-20	
Submit final program agenda, bios,	Program Chair	Administrator	Citali	Fall meeting 21 days (3 weeks) before			
and presentation handouts	Frogram Chair	Administrator		Fall meeting	31-Aug-19	29-Aug-20	
Submit professional development	Professional	Instructors	Administrator	21 days (3 weeks) before			
course materials	Development			Fall meeting	31-Aug-19	29-Aug-20	
	Chair						
Submit committee and officer	Committee	Administrator	1	21 days (3 weeks) before			
reports	Chairs			Fall meeting	31-Aug-19	29-Aug-20	
	Officers		1	_			
Send e-mail blast reminder	Mobile	Administrator		21 days (3 weeks) before	31-Aug-19	29-Aug-20	
Focus: Mobile App	Coordinator			Fall meeting	01 NW9 13		

Task	Primary	Other 1	Other 2	Timeframe	2019	2020
Send e-mail blast reminder	Program Chair	Administrator	President	14 days (2 weeks) before		
Focus: Program and Webstreaming	Webstreaming			Fall meeting	7-Sep-19	5-Sep-20
	Chair					
Review Nominating Committee	President	Nominating		14 days (2 weeks) before		
membership and fill vacancies as		Chair		Fall meeting	7-Sep-19	5-Sep-20
needed						
Send e-mail blast reminder	Membership	Administrator	President	7 days before		
Focus: Networking Opportunities,	Chair, Social			Fall meeting	14-Sep-19	12-Sep-20
Social Media, Awards, Mobile	Media Chair,				14 3cp 15	12 3cp 20
	Mobile Coord					
	Fall N	Meeting Dates			21-Sep-2019	19-Sep-2020
		Members	hip Year End Tir	meline		
					2019	2020
Send membership reminder	Web Committee	Membership	Administrator	90 days before	2 Oct 10	2-Oct-20
		Chair		membership expiration	2-Oct-19	2-001-20
Send membership reminder	Web Committee	Membership	Administrator	60 days before	1-Nov-19	1-Nov-20
		Chair		membership expiration	1-1404-13	
Send membership reminder	Web Committee	Membership	Administrator	30 days before	1-Dec-19	1-Dec-20
		Chair		membership expiration		
Send membership reminder	Web Committee	Membership	Administrator	15 days before	16-Dec-19	16-Dec-20
		Chair		membership expiration		
Send membership reminder	Web Committee	Membership	Administrator	7 days before membership	24-Dec-19	24-Dec-20
		Chair		expiration		24-060-20
Send membership reminder	Web Committee	Membership	Administrator	December 31 of current	31-Dec-19	31-Dec-20
		Chair		year	31-060-13	31-Dec-20
					31-Dec-19	31-Dec-20