Region Meeting Timeline by months out from meeting

Planning Calls initiated by AAA & Subcommittee Planning Calls

Call for Submissions opens & Speakers contacted & Industry Tour search underway

Speakers & Industry Tour finalized in order to market

Submission Deadline, reviews due & Registration Opens

Session Building Begins & Acceptance Notices sent

Assistant Paper Chair Nominations Due & Affirmed at Business Meeting

Begin gathering ideas for Speakers, Tours

Save the Date emails sent

Call for Volunteers

Paper Chair completes or cancels remaining reviews

Program Finalized

Online Registration Closes

10-9 **8-7** **6** **5** **4** **3** **2** **1**

Meeting Date has arrived! Enjoy!

Program Chair responsible for coordinating 3 keynote speaker sessions
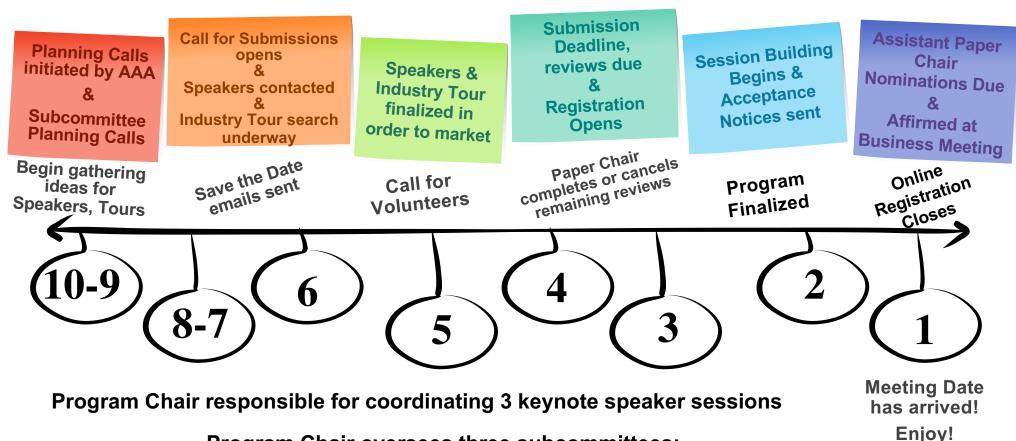
Program Chair oversees three subcommittees:
CPE, Membership Engagement and Research Panel Subcommittee