

## 2025 AAA Annual Meeting Section Chair/Coordinator Timeline



### November 2024

- Submissions Opened November 1, 2024
- Sections should promote submitting a paper or panel proposal to the Annual Meeting and also request volunteers for paper reviewers, moderators, and discussants.
- Section President or Section Annual Meeting Chair/Coordinator begin planning:
  - Section sponsored panels to be held during the Annual Meeting.
    - **The panel must be submitted through the submission process before the submission deadline, January 6, 2025, to be included in the meeting program and considered when determining the session allocations for each section.**
    - To submit a panel you will need a panel title and a brief description. Both can be updated later.
    - Panelists can be added after acceptance notices are released. Any who will be on the panel, include their name in the submission. They can always be removed later after acceptances are released.
    - Whoever submits becomes the panel organizer and will be the main contact up until the meeting.
    - **IMPORTANT** When inviting individuals to participate on a panel, be sure:
      - Individual is planning to attend the meeting and inform them they must register and pay the appropriate meeting registration fees (annual meeting includes membership dues).
        - **The AAA does not provide complimentary registrations**, but the section can elect to pay the individual's meeting registration fees if they want them to participate on the panel.
      - Invited non-AAA member/non-academic panel participants who plan to attend only the presentation may receive a day pass, if they qualify. Details will be sent to the panel organizer if the panel is accepted.
  - Section sponsored workshops to be held prior to the Annual Meeting.
    - **Workshops must be submitted through the submission process before the submission deadline, January 6, 2025.**

### December 2024

- Section sponsored panels and workshops must be submitted through the Annual Meeting submission process before the submission deadline to be included in the meeting program.
- Week of December 16<sup>th</sup>: Paper and panel submission numbers and information to be provided to chairs.

### January 2025

- Submission deadline: January 6, 2025.
- Review process begins.
- Section President and Annual Meeting Chair/Coordinator should begin planning who they would like to invite to speak at their function (if applicable).

## 2025 AAA Annual Meeting Section Chair/Coordinator Timeline

### February 2025

- Workshop decisions released.

### March 2025

- Session allocations released to section Presidents/chairs/coordinators.
- Sections chairs/coordinators begin submission decision process and begin building sessions.
- If you invite a speaker to talk your section's breakfast or lunch, the list should be narrowed down, and request sent. Note: The section is responsible for any expenses the speaker may request.

### April 2025

- Annual Meeting Registration opens.
- Submissions decision notices released.
- Moderator and discussant assignments released.

### May 2025

- Submitting paper authors and panel organizer must confirm their presentation and update their submission information to be included in the meeting program.
- Panels are finalized.
- **REMINDER:** When inviting individuals to participate on a panel, be sure:
  - The individual is planning to attend the meeting and inform them they must register and pay the appropriate meeting registration fees (annual meeting includes membership dues).
    - The AAA does not provide complimentary registrations, but the section can elect to pay the individual's meeting registration fees if they want them to participate on the panel.
  - Invited non-AAA member/non-academic panel participants who plan to attend only the presentation may receive a day pass, if they qualify. Details will be sent to the panel organizer if the panel is accepted.
- Breakfast/Lunch speaker information due to the AAA to be included in the Annual Meeting program.