

Annual Event Calendar

Standard Annual Event Planning Calendar

January

- New Co-Chairs take office
- Confirm Keynote Speaker for the Annual Retreat

February

- Contract for Annual Retreat must be in place by beginning of the month
- Contact Innovation Award Winners from previous year to get funded project abstract for identifying 2 speakers for the retreat

March

- Annual Retreat Registration and Poster Submission
- Award Selection Panel review abstracts

April

- Annual Retreat

May

June

September

- Send e-mail asking for nomination of officers
- Begin planning for Annual retreat
 - Date
 - Location
 - Content / Format
 - Potential speakers

October

- Send e-mail containing written statements by nominees (similar to AoS)

November

- Election of Officers via Survey Monkey
- Identification of time and place for Committee meetings throughout the year. Book room for entire year.

December

- Transitional Meeting