

2011/2012 Calendar of Events for Academic Sections

August 2011

August	Final election slates and committee appointments due at AACP (August 12)
August	2011 Annual Meeting minutes due to Melinda Colón and posted on the Web site (August 12)
August	Reimbursement requests for honorarium and/or expenses must be sent to AACP (August 29)

September 2011

September	Call for AACP award nominations published in September <i>AACP E-lert</i>
September	Section activity update due to Shane Desselle, Council of Sections (COS) chair, for Council Report. (September 26)

October 2011

October	Council of Sections Chair Report due to Melinda Colón (October 10)
October	Call for special projects sent to Section and SIG Chairs and Chairs-elect (due December 1)
October	Call for annual meeting special sessions (due December 12). Section/SIGs Review for possible collaboration or complimentary programs.
October	Call for annual meeting budgets and program information sent to Section and SIG Chairs and Chairs-elect (due January 18) <ul style="list-style-type: none"> • Finalize plans for topics of annual meeting programming you desire • Contact potential speakers to ascertain interest, availability, travel expenses (if any), special audiovisual and other equipment requirements • Make a list of backup participants in case first choices do not accept

November 2011

November	Call for abstracts posted on AACP Web site and published in <i>AACP E-lert</i> (due February 22)
----------	--

December 2011

December	AACP award nominations online submissions (due December 1)
December	Special projects budgets due to Sandy Stutman (due December 1)

January 2012

January	Submit recommendations for the Lyman Award to Joe DiPiro (due by January 6)
January	Section activity update due to Shane Desselle , COS chair, for Council Report. (January 10)
January	Council of Sections Chair Report due to Melinda Colón (January 18)
January	Annual meeting budgets and program information due at AACP (due January 18)
	Get firm commitments from your speakers. Inform them that travel and accommodations will be arranged by AACP
January	Budget approvals and/or modifications sent by AACP

February 2012

February	Interim Meeting: Westin Gaslamp Quarter San Diego, CA (February 11-14)
February	Council of Sections Meeting on Saturday, February 11, from 1:00-4:00 p.m.
February	List of abstract review committee members due to Melinda Colón (February 22)
February	Abstracts due at AACP on February 22

March/April 2012

March	Online abstract reviews available after the first week of March to Section reviewers
March	Abstract reviews due to AACP (March 30)
March	CE provider sends letter to all session chairs and speakers to serve as introduction of the provider and to distribute contact information and approved timeline to all program participants
March/April	BOD and Section Leadership Retreat
April	Annual meeting program information appears on www.aacp.org and online registration opens

May/June 2012

May	CPE provider forwards results of review process to AACP
May	Section activity update due to Shane Desselle , Council of Sections chair, for Council Report (May 30)
June	Council of Sections Chair Report due to Melinda Colón (June 8)
June	All annual meeting handouts must be sent to AACP for posting on the AACP Web site (June 13)

July 2012

July	Council of Sections (Saturday, July 9, 3:30-5:30 p.m.)
July	Leadership Seminar, Teachers Seminar and 2012 Annual Meeting— Gaylord Palms Resort, Kissimmee, Florida (Saturday, July 14 – Wednesday, July 18) <ul style="list-style-type: none"> • Greet your speakers at the session and introduce them from appropriate biographical materials • Acknowledge sponsors/outside support from the podium • Reimbursement requests for honorarium and/or expenses must be sent to AACP by August 29.