

2011/2012 Calendar of Events for Special Interest Group

August 2011

August	Final election slates and committee appointments due at AACCP (August 14)
August	2011 Annual Meeting minutes due to Melinda Colón to be posted on the Web site (August 31)
August	Reimbursement requests for honorarium and/or expenses must be sent to AACCP by August 31

October 2011

October	Call for AACCP award nominations published in <i>AACCP E-lert</i>
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 AACCP Web site and published in October <i>AACCP E-lert</i> (due February 22)
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December 2011

December	AACCP award nominations must be submitted online (due December 1)
December	Special projects budgets due to Melinda Colón (due December 1)

January 2012

January	Annual meeting budgets and program information due at AACCP (due January 18) Get firm commitments from your speakers. Inform them that travel and accommodations will be arranged by AACCP
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February 2012

February	Interim Meeting: February 11 – February 14 at the Westin Gaslamp Quarter, San Diego, CA
February	Abstracts due at AACCP on February 22

March 2012

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
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April 2012

April	Annual meeting program information appears on www.aacp.org and online registration opens
April	Budget approvals and/or modifications sent by AACCP

May/June 2012

May	CPE provider forwards results of review process to AACCP
June	All annual meeting handouts must be sent to AACCP for posting on the AACCP Web site (June 13)

July 2012

July	SIG Cabinet Meeting (Monday, July 16, 6:45-7:45 a.m.)
July	Teachers Seminar and 2012 Annual Meeting — Gaylord Palms Resort, Kissimmee, FL (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 AACCP by August 31.

August 2012

August	Final election slates and committee appointments due at AACCP (August 15)
August	2012 Annual Meeting minutes due to Melinda Colón to be posted on the Web site (August 31)
August	Reimbursement requests for honorarium and/or expenses must be sent to AACCP by August 31