

## 2016/2017 Calendar of Events for Sections

### August 2016

August	Letters of intent for the New Investigator Award submitted via the AACP Web site (due July 29)
August	Final election slates, bios, photos and committee appointments due to <a href="#">Marion Powell</a> (due August 5)
August	2016 Annual Meeting minutes due to <a href="#">Marion Powell</a> and posted on the Web site (due August 31)
August	Reimbursement requests for honorarium and/or expenses must be sent to <a href="#">Marion Powell</a> (due August 31)

### September 2016

September	Call for AACP award nominations published in September <i>AACP E-lert</i>
September	Proposals for the New Investigator Award submitted via the AACP Web site (due August 29)
September	Call for Annual Meeting Session Proposals (special session, mini sessions and Section & SIG programs) <ul style="list-style-type: none"> <li>• Get firm commitments from your speakers</li> <li>• Inform them that travel and accommodations will be arranged by AACP</li> <li>• Finalize plans for topics of annual meeting programming you desire</li> <li>• Contact potential speakers to ascertain interest, availability, travel expenses (if any), special audiovisual and other equipment requirements</li> </ul>

### October 2016

October	Section activity update due to <a href="#">Schwanda Flowers</a> , Council of Sections Chair, for Report (due October 5)
October	Council of Sections Chair Report due to <a href="#">Melinda Colón</a> (due October 19)
October	Call for AACP award nominations <a href="#">online submissions</a> (due December 7)
October	Deadline for all annual meeting special session, mini sessions and Section & SIG program proposals (due October 31)

### November 2016

November	Call for abstracts posted on AACP Web site and published in <i>AACP E-lert</i> (due February 15)
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### December 2016

December	AACP award nominations <a href="#">online submissions</a> (due December 7)
December	Special projects/operations budgets due to <a href="#">Marion Powell</a> (due December 21)

### January 2017

January	Submit recommendations for the Lyman Award to <a href="#">Gayle Brazeau</a> (due by January 23)
January	Section activity update due to <a href="#">Schwanda Flowers</a> , COS chair, for Council Report (due January 11)
January	Council of Sections Chair Report due to <a href="#">Cindy Ziegler</a> (due January 18)
January	Program Committee reviews Section sessions
January	Notification of session status (acceptance/rejection) sent from Program Committee
January	Annual Meeting special and mini sessions sent to Sections & SIGs for adoption (due February 13)

### February 2017

February	Council of Sections Conference Call (Date TBD)
February	Sections and SIGS select sessions to adopt and notify AACP of selected sessions (February 13)
February	Sections submit business meeting for Annual Meeting (due February 13)
February	Annual Meeting budgets due at <a href="#">Marion Powell</a> (due February 13)
February	List of abstract review committee members due to <a href="#">Kirsten Block</a> (due February 15)
February	Abstract submissions due at AACP on February 15
February	CE provider sends letter to all session chairs and speakers to serve as introduction and to distribute contact information, materials, and timeline
February	2017 Interim Meeting: Wyndham Grand Rio Mar Beach Resort & Spa (February 25-28)

### March/April 2017

March	Online abstract reviews available after March 1 to Section reviewers
March	Abstract reviews due to AACP (due March 29)
April	Leadership Forum: <i>Herndon</i> , VA. Attendance is required for Section chairs-elect (April 5-7)
April	Annual meeting program information appears on <a href="http://www.aacp.org">www.aacp.org</a> and online registration opens
April	Presentations and handouts for sessions requesting CE due (April 17; <i>tentative date</i> )

### May/June 2017

May	CE provider forwards results of review process to AACP
June	Section activity update due to <a href="#">Schwanda Flowers</a> , Council of Sections Chair, for Council Report (May 31)
June	Council of Sections Chair Report due to <a href="#">Cindy Ziegler</a> (June 14)
June	All annual meeting presentations and handouts must be submitted for posting on the AACP Web site (June 7) *Note: Sessions requesting CE must submit presentations in by April 17

### July 2017

July	Council of Sections (Saturday, July 15, 3:30-5:30 p.m.)
July	Teachers Seminar and 2017 Annual Meeting— Gaylord Opryland Resort & Convention Center (Saturday, July 15 – Wednesday, July 19) <ul style="list-style-type: none"> <li>• Greet your speakers at the session and introduce them from appropriate biographical materials</li> <li>• Acknowledge sponsors/outside support from the podium</li> <li>• Send reimbursement requests for honorarium and/or expenses to <a href="#">Marion Powell</a> by August 31</li> </ul>