

**Annual Conference Committee 2013-14  
Program Planning Schedule**

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**I. July–Sept. 2013 (Panels & Sessions): Develop panel sessions\***

- July 1:** Sub committees begin drafting panels (substance, not speakers)
- July 1-Aug. 2:** **Call for Presentations Open/Reach out to Chapter Chairs for Speaker Suggestions**
- July 1-Aug. 7:** Sub committees review all CFPs and incorporate as appropriate
- Aug. 7\*:** First draft of panels from sub committees to chair and director of education
- Aug. 7–Sept. 6:** AC chairs review and finalize program
- Sept. 6:** **Draft Program must be finalized—National Office review and formatting begins**
- Sept. 13:** Send Draft program to Crystal for comment and make appropriate changes
- Sept. 20:** Send Draft program to Executive Committee for comment
- Sept. 27:** Review ExComm Comments and make appropriate changes

*\*Series of 90 minute calls for AC Chairs and AILA National beginning week of August 5 (1-2 calls/week).*

**II. Sept.–Nov. 2013 (Speakers): Select discussion leaders and speakers for panels**

- Sept. 6- Sept. 27:** Sub-committees selection of first round of discussion leaders and speakers for panels given to chair and director of education
- Sept. 30- Oct. 25:** AC chairs review speaker recommendations and plug into program along with notation for Discussion Leaders **(1-2 (90 minute) calls/week with AC Chairs and National Office).**
- Oct. 25:** **Draft Program with Speakers must be finalized—National Office review and formatting begins**
- Nov. 1:** Send Finalized Program to Crystal for Comment and make appropriate changes
- Nov. 8:** Send Finalized Program to Executive Committee for Comment

Nov. 15: Review ExComm Comments and make appropriate changes

III. Week of Nov. 22, 2013 **Send Invitations:**  
AILA sends out first round invitations with instructions regarding writing assignments, etc., to speakers (send alternate invitations as regrets received).

IV. December 2013 **Record Speaker Training**

V. February–May 2014 **Writing Assignments/Presentations/Follow up**

February 14, 2014: Bios due & Articles due—follow up emails as needed

May 2, 2014: Due date for PowerPoint presentations

VI. Annual Conference: **June 18-21**