



Timeline for AADPRT 2024 Annual Meeting Program Chair
All actions by end of month unless specified date

March, 2023

- Get feedback from previous year's meeting from ED
- Plenary speaker research
- Theme/Title development
- Begin PC meetings
- Set planning visit date
- Schedule analysis
 - Program sessions identified; determine what to keep, what to change.
 - Keynote Plenaries
 - Opening lunch/business meeting
 - NTD symposium/breakouts
 - Career stage workshops
 - Early career workshop
 - Mid-life career workshop
 - Lifers' workshop
 - Lifer gathering workshop
 - ABPN/ACGME session
 - Allied Association panel
 - Awards sessions
 - Lunch and Learn
 - President's symposium
 - Abstract-selected workshops
 - Determination of number to include and ideal number of sessions
 - Posters
 - Determination of number of abstract-selected posters to include
 - Thoughts about how and when to present
 - Other
 - Networking dinners
 - Focus groups
 - ACGME Curbside Consultations
 - DEI Workshops (Kenneth Hardy)
 - New and innovative ideas:

April, 2023

- Plenary speaker research
- Theme/Title development
- PC meetings



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- Review preliminary schedule from ED in advance of planning visit
- Planning visit
- Edits to workshops/posters page and abstract submission instructions due
- Edits to FAQ for workshops and posters page due

May, 2023

- Plenary speaker research
- Theme/Title development
- PC meetings
- Review abstract system changes
- Planning visit follow up
- Invitations sent to programming leaders of pre-selected sessions with confirmation of willingness to participate due 6/30
- Schedule finalized

June, 2023

- Plenary speaker research
- Theme/Title finalized and paragraph or two explaining theme (to be used in marketing materials)
- PC meetings
- Review call for abstract review committee nominations language and form
- Review call for abstracts language
- If opt for career stage abstracts, draft call for abstracts

July, 2023

- Plenary speakers finalized
- PC meetings
- Identification of Shein lecturer
- Contact information for all pre-selected programming leaders and plenary speakers due to ED (SSB to send invites with link to abstract submission form and deadlines early August with September 14 deadline)
- Provide language for acceptance and decline of abstract review committee nominations
- Decision on authors' table
- Decision on workshop evaluators

August, 2023

*Abstract review committee nominations open 8/1 – 8/17

*Awards system open 8/3 – 9/14

*Abstract system open 8/3 – 9/14



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- *Abstract system for lunch and learn or career stage abstracts open 8/3-9/14
- *Program committee review of abstract review committee nominations 8/18 – 8/31
 - PC meetings
 - Market via the Listserv abstract system open and abstract review committee nominations being accepted
 - Abstract review committee assignments made (poster v workshop committee). Listing to ED and notifications sent to all nominees by PC by September 1.
 - Meetings with career-stage leaders to discuss thoughts on programming

September, 2023

- *Awards system open 8/3 – 9/14
- *Abstract system open 8/3 – 9/14
- *Abstract system for lunch and learn or career stage abstracts open 8/3-9/14
- *Abstract review 9/15-10/19
- *Abstract review for lunch and learn 9/15-10/19
 - PC meetings
 - Market abstract system open via Listserv
 - Review abstract announcements
 - Poster acceptance
 - Poster rejection
 - Workshop acceptance
 - Workshop rejection
 - Lunch and learn or career stage abstracts acceptance
 - Lunch and learn or career stage abstracts rejection
 - Abstracts due from pre-selected programming 9/14
 - Single page word document with meeting description prepared for *Academic Psychiatry* publication due 9/25 (published 12/1)
 - Market hotel room block via listserv
 - Meeting with abstract review committee to prepare for review of abstracts

October, 2023

- *Abstract review 9/15-10/19
 - PC meetings
 - Abstract selections due 10/19
 - Lunch and learn or career stage abstract selections due 10/19 along with priority order
 - Workshop session assignments due 10/31 (may choose to organize into tracks)
 - Poster with theme/track assignment/identification due 10/31
 - Identification of programming for audiences: residents, PAs, NTDs
 - Begin work on accreditation application



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- Market hotel room block open via listserv

November, 2023

*Abstract selections announced to submitters 11/1

- PC meetings
- Completion of accreditation application
- Identification of networking dinner locations complete
- Review conflicts of interest of presenters and complete Management of Conflict of Interest form (accreditation tasks)
- Market that abstract announcements have been sent on listserv

December, 2023

*Registration opens 12/1

- PC meetings
- Email to EC to encourage early registration and identify any system issues
- Flight confirmation due 12/8 (ED will make your hotel reservation as charges covered by AADPRT)
- Revised program evaluation questions due for APA CME link
- Revised program evaluation questions due for app
- Networking dinner reservation link to ED
- Identify plenary session moderators
- Identification of back up plenary speaker
- Market room block on listserv (2/1)

January, 2024

*Registration fee increases 1/9

- PC meetings
- Questions for ACGME and ABPN sessions identified and to panelists
- Questions for allied association panel identified and to panelists
- Market plenary speakers on listserv (first two weeks of January)
- Market networking dinners on listserv (1/23-2/6)
- Market end of early bird rate prior to 1/9 on listserv
- Market last call for rooms on listserv (2/1)
- Plenary speaker introductions finalized

February, 2024

*Room block closes 2/1

*Registration closes and 50% refund for cancellation ends 2/6

- PC meetings
- Market networking dinners on listserv (1/23-2/6)



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- Market end of pre-registration (2/6)
- Submit final numbers to restaurants and eliminate reservations not needed
- Power point slides due or review of decks prepared by ED 2/8
- Participate in plenary session rehearsal Zoom meetings
- Draft and send language on listserv familiarizing members with plenary speakers

March, 2024

- Hotel pre-con meeting 2/26/24, morning. Please plan to attend (typically an hour)
- During meeting: PA and NTD symposia welcomes
- **SLEEP, VACATION, BE HAPPY YOU SURVIVED/THRIVED!**

General

- Support ED marketing efforts with posting of information to listserv