Timeline for AADPRT 2025 Annual Meeting Program Chair
All actions by end of month unless specified date
PC = program chair
pcom = program committee

March, 2024
- Set pcom meeting day/times
- Review meeting feedback
  - Whova – workshops, other
  - Jotform - plenaries
- Plenary speaker research
- Theme/Title development
  - Educating and leading through change; buzz words: thought leaders, servant leadership, values, change leader, changes – present/future – ACGME, survey, AI, workforce, IMG, innovative programs, DEI
- Initial pcom meeting with PC, immediate past PC, past-past PC, PC-elect, president to review most recent meeting and discuss thoughts for upcoming meeting
- Schedule analysis: determine what to keep, eliminate, or change
  - Plenaries
    - Keynote (Plenary #1)
    - Shein (Plenary #2)
    - Plenary #3
    - Plenary #4
    - Opening lunch/business meeting
    - ABPN/ACGME: same as in 2024, have as a panel again? Related to CBME? Combine with CBME task force? Jeopardy. Separate overview with PAs and NTDs?
    - Allied Associations
      - American Association of Chairs of Departments of Psychiatry
      - American Psychiatric Association
      - Association for Academic Psychiatry
      - Association of Directors of Medical Student Education in Psychiatry
    - President's symposium: thoughts on topic to ensure continuity with other plenary themes – connecting with John
  - Career stage workshops
    - NTD symposium/breakouts
    - Future training director
    - Early career
    - Mid-career

- - Late career
  - Past training director
  - Awards sessions: same style as 2024, same staging, recognize committee on slides and have them stand at their place, include project titles and mentors
    - Posted information
    - Scripted information
    - Presenters
    - Staging
    - Assignments to sessions
    - Committee member recognition
  - Abstract-selected workshops
    - number to include
    - ideal number of sessions
  - Posters
    - number to include
    - how and when to present
  - Other
    - Networking dinners
    - Focus groups
    - Consultations
      - ACGME Curbside
      - AP
      - Other?
    - DEI Workshops (Kenneth Hardy)
    - Author's table
    - Rookie Reception
    - New and innovative ideas:

April, 2024
- Set pcom meeting day/time at APA
- Review meeting feedback
  - APA CME preliminary feedback
- Plenary speaker research
- Theme/Title development
- pcom meeting topics
  - Formalize meeting of mentors/mentees?
- Planning visit
- Review preliminary schedule from ED in advance of planning visit
- Schedule meeting with ED & president to discuss theme/ideas for 2025 meeting

May, 2024
- Review meeting feedback
  - APA CME final feedback
- Plenary speaker research
- Back up plenary speaker research

- Theme/Title finalized
- Abstract system and related webpages
  - Edits to workshops/posters page due
  - Edits to abstract submission instructions for web portal due (edit for version on front of website)
  - Edits to FAQ for workshops and posters page due
  - Edits to abstract submission system: will integrate career-stage workshops into system (what do they want to do about the question that asks for two concrete take-aways: does that apply to all?)
  - Edits to abstract review system
- Planning visit follow up
- pcom meeting topics
  - How to engage first time attendees
  - How to engage new members
  - Review of 2024 rookie reception
  - Items to add to/remove from SWAG store
  - NEW: More EC involvement throughout the meeting
  - Allied association pre-selected workshops
  - Select ribbons
    - Fun
    - Standard: do we want one for senior program directors?
    - New member ribbons
    - EC ribbons – ask me
  - Schedule finalized
  - Discussion of master educator with a certification with participation in a certain number of workshops
- Connect with Adam/Donna on Academic Psychiatry journal participation for 2025

June, 2024
- Plenary speaker research
- Paragraph or two introducing theme (to be used in marketing) – need to include request for career stage to focus on leadership
- Review edits implemented to abstract system (submission and review)
- Review form for allied association pre-approved workshops
- pcom meeting topics
  - Special interest tables
- Review call for abstract review committee nominations language
- Review abstract review committee nomination form
- Review call for abstracts language
- Submit submission tips power point deck to ED for review prior to recording video
- Record video discussing submission tips and differences in career stage workshops and what committee is looking for/vision

July, 2024
- Plenary speakers finalized
- pcom meeting topics
  - Decision on workshop evaluators
    - Review 2018 form
    - Consider asking assessment committee or EC/abstract selection committee to oversee
    - Need to do a bigger push to encourage all workshop attendees to give feedback
- 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 17 deadline)

August, 2024
*Abstract review committee nominations open 8/1 – 8/15
*Awards system open 8/1 – 9/17
*Abstract system open 8/1 – 9/17
*Program committee review of abstract review committee nominations 8/16 – 8/29
- Set pcom meeting at AAP
- pcom meetings
- PC to market via the Listserv abstract system open (9/17 deadline) and abstract review committee nominations being accepted (8/15 deadline)
- Abstract review committee assignments made (poster v workshop committee – likely want to know percentage of posters v workshops submitted to date prior to making assignments) with listing to ED by 8/29.
- Send jotform link to allied assoc pre-approved workshop leaders 8/1
- Abstract review committee notifications sent to all nominees by PC by 8/30.
- Allied association pre-selected workshops

September, 2024
*Awards system open 8/1 – 9/17
*Abstract system open 8/1 – 9/17
*Abstract review 9/19-10/24
- pcom meetings
- send reminder of due date to allied assoc pre-approved workshops leaders 9/9
- PC to market abstract system open via Listserv
- Review abstract announcements
  - Poster acceptance
  - Poster rejection
  - Workshop acceptance
  - Workshop rejection
  - Career stage workshops acceptance
  - Career stage workshops rejection
- Abstracts due from pre-selected programming leaders 9/17

- Abstracts due from allied association pre-selected workshops 9/17
- Single page word document with meeting description for *Academic Psychiatry Journal* publication due 9/27 (published 12/1)
- Meeting with abstract review committee to prepare for review of abstracts no later than 9/16/24
- Assign review committee members the abstracts they are responsible for reviewing 9/19/24 with information to ED

October, 2024
*Abstract review 9/19-10/24
*Room block opens 10/1
- pcom meetings
- Abstract selections due 10/24 including career stage
- Workshop session assignments completed and shared with ED and pcom 10/29 for review (to ensure no duplication of speaker in one session)
- Workshop session assignments review completed 10/30
- Identification of programming for audiences: residents, PAs, NTDs due 10/30
- Begin work on accreditation application
- PC to market hotel room block open via listserv
- Suggested revisions to abstract system for 2026 meeting noted
- Review/revise "annual meeting guide deck" (how to register, book hotel, how to prepare) and to ED by 10/11.
- Record annual meeting guide presentation video

November, 2024
*Abstract selection announcements to submitters 11/1
- pcom meetings
- Completion of accreditation application
- PC to announce on listserv abstract notifications have been released
- Identify plenary session moderators
- Revised program evaluation questions due for APA CME link
- Revised program evaluation questions due for all non-plenary programming
- Revised program evaluation questions due for plenaries

December, 2024
*Speaker reveal week 12/2 – 12/5
*Registration opens 12/5
*Poster contest opens 12/5
*Awardee materials due 12/13
- pcom meetings
- PC to email to EC 12/5 to encourage early registration so as to identify system issues
- Back up plenary speaker confirmed
- PC to market room block on listserv

- Review conflicts of interest of presenters and complete Management of Conflict of Interest form (accreditation tasks)

January, 2025
*Registration fee increases 1/10
*Poster contest/artwork deadline 1/16
*Poster contest committee review 1/17 - 1/31
*Networking dinner interest form opens 1/23
- pcom meetings
- PC to market plenary speakers on listserv (first two weeks of January)
- PC to market networking dinners on listserv (1/23/25-2/6/25)
- PC to market end of early bird rate prior to 1/9 on listserv
- PC to market last call for rooms on listserv (1/31/25)
- Plenary speaker introductions finalized
- Meeting with plenary session moderators:
    o Responsibility to review bio and prepare questions
    o Join pcom at their table during session
    o Participate in rehearsal

February, 2025
*Room block closes 2/6
*Registration closes and 50% refund for cancellation ends 2/6
*Networking dinner interest form closes 2/6
*Speaker power points due 2/13
- pcom meetings
- PC to market networking dinners on listserv (1/23/25-2/6/25)
- PC to market end of pre-registration (2/6)
- Power point slides due or review of decks prepared by ED 2/13
- Participate in plenary session rehearsal Zoom meetings

March, 2025
*Annual Meeting 3/4 - 3/8
- Hotel pre-con meeting INSERT DATE HERE, morning. Please plan to attend (typically an hour)
- During meeting: PA and NTD symposia welcomes
- **SLEEP, VACATION, BE HAPPY YOU SURVIVED!**

General
- Support ED marketing efforts with posting of information to listserv