

(Last Revised April 3, 2012)

**Association for Asian American Studies  
Policies and Procedures Handbook**

**Preamble:**

The executive officers, board members, committee chairs, and all appointees of the president and board shall strive to make the Association as democratic and inclusive as possible, especially of women, all Asian and Pacific ethnic groups, undergraduate and graduate students, workers and community members, and gays, lesbians, and bisexuals.

## **1.0 The President:**

- 1.1 The president is the chief executive officer of the Association, and in that capacity can speak for and represent the Association consonant with the powers and limitations delineated in the Association's constitution and by-laws.
- 1.2 The president shall consult, as far as possible, with other executive officers and the board of regional representatives in all matters concerning the Association.
- 1.3 The president will convene two meetings of the board, one in the fall and the other in the spring. The fall meeting will usually be held at the campus or site where the Association's annual conference will be held, and a principal feature of that meeting's agenda will be the logistics and planning of the annual conference. The spring meeting will be held during the annual conference, but preceding the general membership business meeting, and a principal feature of the spring meeting's agenda will be to set the agenda for the general membership business meeting.
- 1.4 The president will send board members as complete an agenda as possible for each meeting of the board at least a month in advance of the scheduled meeting to enable board members to elicit advice from their constituencies on matters that will be acted upon at the board meeting.
- 1.5 The president will conduct the meetings of the board, or in the president's absence, will designate an acting chair, usually the president-elect or the secretary/treasurer.
- 1.6 The president or designee will conduct the annual general membership business meeting. This meeting to open to AAAS members in good standing, and provides the opportunity for the membership to address issues of general concern.
- 1.7 The president, with the advice of the board, will appoint members to standing and ad hoc committees, and oversee the efficient functioning of those committees. The president, accordingly, should require annual reports from those committees for the consideration of the board and members. Similarly, the president should solicit annual updates from all of the sections of the Association.
- 1.8 The president should be an effective administrator, and have "the vision thing" to ensure that the Association fulfill its goals and purposes, and to move the Association forward into the future.

## **2.0 The President-Elect and Secretary Treasurer:**

- 2.1 The president-elect serves in capacities as assigned by the president, consonant with the powers and limitations delineated in the Association's constitution and by-laws
- 2.2 The president-elect serves for one year as an ex-officio member of the board of directors.
- 2.3 The secretary/treasurer records the minutes of all meetings of the board of directors, and is the chief financial officer of the Association.
- 2.4 The secretary/treasurer will send the minutes to all board members within a month after each meeting for corrections, additions, and deletions. Board members will have a month to read and revise the draft minutes, after which the secretary/treasurer will send the revised minutes to all board members for their approval.
- 2.5 The secretary/treasurer will maintain a detailed, current financial record of the Association; will report to the board on the Association's financial status at each meeting; and will supply an annual report to the AAAS board.
- 2.6 The secretary/treasurer will manage the sales of Association publications, membership lists, and other fund-raisers of the Association.
- 2.7 The secretary/treasurer will be a member of any standing or ad hoc committee of the Association concerned with membership, fund-raising, publications, and grants.

### **3.0 The AAAS Board:**

- 3.1 The members of the board serve to advance the goals and purposes of the Association, and represent the interests and needs of their respective constituencies. Board members can run for re-election to consecutive or non-consecutive terms.
- 3.2 As elected and appointed representatives, board members shall regularly canvas their constituencies on matters before the board, bring to the board's attention the needs and interests of their constituencies, and inform their constituencies of the board's activities and actions.
- 3.3 The president will appoint board members to standing and ad hoc committees of the Association for the purposes of overseeing and/or chairing their work, serving as a liaison from the president and board to that committee, and reporting back to the president and board on the work of the committee.
- 3.4 Board members should actively recruit more members for the Association, especially from their own constituencies.
- 3.5 All sections of the Association are legally subsets of the overall organization. As such, any public statement made to the media by the members of a section must reflect the mission and goals of the organization.
  - 1) To ensure that there is a smooth working relationship between a section and the board, the section must designate at least one of its members to serve as liaison to the board, informing the Secretary/Treasurer of the board of any actions being undertaken on behalf of the section and its members.
  - 2) In addition to informing the Secretary/Treasurer of the board of important section activities as they occur, the section liaison to the board will submit a short report to the AAAS Secretariat, so that it can be distributed to board members at their annual fall meeting. This report will describe section activities in the preceding year and list any projects that the section is contemplating to undertake in the coming year.

#### **4.0 The Secretariat:**

- 4.1 The board will designate a secretariat of the Association for an agreed-upon term specified at the time of the assignment, after which the board could renew or terminate the secretariat's location.
- 4.2 The secretariat serves in capacities as assigned by the executive officers and board, usually involving but not limited to maintaining a current listing of members, receiving Association correspondence, mailing/sending all Association correspondence to members, the annual conference programs, and announcements, and collecting and maintaining the files and records of the Association.
- 4.3 The secretariat will work closely with the executive officers and board, especially on matters including membership and sales.

## **5.0 The Standing Committees:**

- 5.1 Advocacy - The purpose of this committee is to promote a proactive agenda within academia and the various communities by identifying issues, drafting position statements and press releases, and presenting those for consideration by the board. The president will appoint a chair of the committee who will in turn select committee members who must be members of the Association. The committee's procedure is as follows:
- (a) the committee will draft position or endorsement statements with a justification;
  - (b) the chair will submit the statement to the board for approval;
  - (c) the board will submit its recommendation of revision, approval, or rejection within forty-eight hours of receipt of the statement;
  - (d) approval requires a simple majority of those who vote;
  - (e) the president or other designated representative of the Association will promulgate the statement to the appropriate persons or organizations.
- 5.2 Awards – [Refer to 8.0 to 8.7.]
- 5.3 Professional Development and Ethics -The Association adopted its Code of Ethics, which is attached to this document as an addendum, in April 1994. The executive officers and board will review its ethical code periodically appoint direct any necessary revisions whenever they become necessary.

## **6.0 The Annual Conference:**

- 6.1 The Association shall hold a national meeting each year.
- 6.2 The president and board will solicit and approve bids from sites based on their proposals. Conferences should be scheduled at least two years in advance, and should rotate among geographic regions, urban and rural sites, and public and private institutions.
- 6.3 In general, the annual conference should be held during the spring of each year, usually April or May, and should be sensitive to the timetable of the host institution(s) but also to member institutions generally. "Calls for Papers" should be announced in the spring of each year. Generally, the deadline for paper, workshop, and panel proposals will be in the fall of the prior year, and proponents will be sent notices of their acceptance or rejection by early January. The program schedule will be made available at least one month before the conference.
- 6.4 Bids from sites must include: a brief rationale for the site's appeal, including local financial and staff resources and support, the adequacy of the meeting facilities, and modes of transportation; the conference theme; and the benefits to both the Association and the host.
- 6.5 The suggested conference schedule will include, but not be limited to, the following: the conference will be held from Wednesday to Saturday; preconference workshops will be scheduled for Wednesday, the Association board of director's meeting for Wednesday, and the president's address, Association awards, and general business meeting (see 12.0) for Saturday. Section meetings, regular sessions of the conference, and student/faculty breakfasts will take place Thursday - Saturday.
- 6.6 The executive officers and board will approve the selection of program and site co-chair(s) for each location. The program co-chair(s) will form a program committee to solicit, read, and select proposals, and to advise the program co-chair(s) on matters involving the conference program. The site co-chair(s) will form a site committee to assist with the planning of local events, sponsorships, and tours. In addition, the site co-chair(s) will solicit and present for board approval nominations for awards for local individuals or organizations that have given outstanding service to the Asian and Pacific Islander American community. See Addendum A [Conference Planning Guidelines] for a detailed list of responsibilities.
- 6.7 Conference income derived from all sources (institutional, corporate, or individual sponsors; registration fees; exhibitors' fees) will be used to pay all expenses incurred by the conference. Once all expenses have been met, any remaining income will be divided between the Association for Asian American Studies and the institutional host in the following manner:
  - 1) the Association will retain for itself a portion of the income sufficient to defray its annual operating costs (including, but not restricted to, the costs of publication and insurance).
  - 2) the institutional host will receive no less than 50% of the remaining monies.

- 6.8 At their annual spring meeting, board members will appoint a committee charged with the responsibility of soliciting and reviewing applications for Graduate Student Travel Grants to the following year's AAAS conference. Each grant will cover the cost of airfare, lodging, and registration, and the number of grants awarded will be determined according to the extent of available funds.
- 1) In order to be eligible for consideration, an applicant must: be a member in good standing of the Association; have an accepted paper for presentation at the conference; submit a formal letter of application, which includes an abstract of the accepted paper, by the published deadline; and submit, as an attachment to the application, a letter of support from her/his dissertation advisor.
  - 2) Recipients will be selected on the basis of merit, need, and other special considerations.
- 6.12 The following are the responsibilities of the board regarding the annual conference:
- 1) The board approves members of program and site committees.
  - 2) The board decides and approves the following award categories: Engaged Scholar, Early Career, Excellence in Mentorship, Best Graduate Paper, Lifetime Achievement, and individual and organizational Community Awards.
  - 3) The board approves the final selection of book awards.

## **7.0 The Journal of Asian American Studies:**

7.1 The president, with the advice and consent of the board, will appoint an editor and associate editor for staggered four-year terms. The editor will take primary editorial responsibilities for JAAS for a two-year term, with the associate editor assisting in editorial duties. Upon completion of the editor's term, the associate editor will assume the role of editor for the next two years, and a new associate editor will be appointed by the president with board approval. The editor has final responsibility for the journal issues during his or her term. During that time, the associate editor will become familiar with the timeline and duties of the editor, but is not officially charged with responsibilities for the journal. The editor and associate editor may share some mutually agreed-upon tasks and projects, such as special issues or other projects.

## 8.0 Award Committees:

- 8.1 At its spring meeting, the board of directors will appoint a subcommittee to supervise the book awards process, consisting of one chair and two members to serve for one year on each of the book award committees. Board members will appoint the respective committee chairs by May 15. Each chair will submit the names of the other two committee members for board approval by June 15. All committee members must be AAAS members in good standing and have knowledge and expertise in the particular field. The book award committees will review books in their fields that were published two calendar years prior to the award year (e.g. awards for books published in 2002 will be presented at the 2004 conference). Board members, committee members, and the general membership will be asked to submit nominations. The committee chairs will be responsible for writing publishers for review copies to be sent to each committee member and for coordinating the review and decision making process.
- 8.2 Nominators must specify the award category for which the book is nominated; ultimately it is the author's responsibility, not the Association's to confirm that this is the appropriate award category.
- 8.3 Winners will be selected on the basis of the following criteria: the book is notable in terms of scholarship and/or literary merit and makes a significant contribution to Asian American Studies. Book awards will only be given on the basis of high merit, and need not be given each year. Award categories may include the following: cultural and literary studies, history, poetry, prose, and social sciences. Additional categories, including interdisciplinary works or special awards, may be recommended by any book awards committee for board approval from year to year.
- 8.4 Each committee chair will forward the award decision and justification thereof to the president of the board at least two months before the next annual conference. At the awards ceremony, one of the committee members will introduce the rest of the committee and present the award.
- 8.6 Upcoming conference site co-chair(s) will solicit and present for board approval nominations for awards for local individuals or organizations who have given outstanding service to the Asian and Pacific Islander American community.
- 8.7 Each year the president will appoint committees to select the recipients of awards for Early Career achievement, Excellence in Mentorship, Best Graduate Student Paper, Lifetime Achievement, and Engaged Scholar.
  - (a) The AAAS Lifetime Achievement honors an individual who has made an outstanding and lifelong contribution to the advancement of the field of Asian and Pacific Islander American Studies
  - (b) The Engaged Scholar Award recognizes scholars who have applied or used their scholarship for the "public good" by addressing inequalities in our society and by improving the AAPI community. This award need not be given out every year.
  - (c) The Excellence in Mentoring Award will be given to an AAAS member who

has demonstrated outstanding mentorship of undergraduates, graduate students, post-doctoral fellows and/or colleagues.

- 8.8 Committee members and board members should recuse themselves from voting on any awards in which they have a vested personal interest.

- 8.6 The book awards committee chair will write to the book award recipients and their publishers informing them of their award by February 15. They will also inform the president and board and the conference program and site co-chairs for that year. The president and secretariat will write to the Lifetime Achievement, Engaged Scholar, Early Career achievement, Excellence in Mentorship, Best Graduate Paper, Graduate Travel and Community award recipients to inform them of their awards by February if possible.

## **9.0 Regions and Representatives of the Association:**

- 9.1 The seven regions of the Association, as established by its constitution, are:
- a) New England and Central and Eastern Canada: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Ontario and Quebec provinces
  - b) Mid-Atlantic: New York, New Jersey, Pennsylvania, Maryland, Washington D.C., Delaware
  - c) Mid-West: Illinois, Iowa, Ohio, Minnesota, Michigan, Wisconsin, Indiana
  - d) Interior West and the South: West Virginia, Virginia, Kentucky, North Carolina, South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Missouri, Oklahoma, Kansas, Nebraska, South Dakota, North Dakota, Montana, Wyoming, Colorado, New Mexico, Texas, Arizona, Utah, Idaho
  - e) Northern California and Nevada
  - f) Southern California
  - g) Pacific Northwest, Hawai'i and Pacific Islands, and Western Canada: Washington, Oregon, Hawai'i, U.S. Pacific Islands, Alaska, Western Canada

## **9.2 Graduate Student Representative**

The purposes of the Graduate Student Representative are to foster the discussion and engagement of Asian American Studies amongst graduate students and to recruit graduate student members for the Association.

To do this the Graduate Student Representative will assess the needs of graduate student members of the association and communicate to the board how the association may support graduate students. Therefore, the Graduate Student Representative is required to participate in the Fall and Spring meetings, as well as in the specific activities of the Board.

The Graduate Student Representative will advertise and encourage participation in the annual meeting amongst graduate students, specifically by providing guidance to students in their applications for the annual meeting. The representative will lead the graduate student section meeting at the annual meeting and will organize events for graduate students prior to and/or at the annual meeting, examples include a graduate student conference prior to the annual meeting, a graduate student breakfast at the annual meeting, a professional development workshop for graduate students.

The Graduate Student Representative will serve on and possibly chair the Anita Affeldt Graduate Student Travel Award Committee. In this capacity, the representative will advertise the travel award to graduate students and will be the point person to any student who has questions regarding the application process.

- 9.3 The Association's regional representatives, together with the undergraduate and graduate student representatives, are allocated annual budgets of \$200 each for use in advancing the goals of the Association among their constituencies. The procedure for the use of these funds is as follows:

- (a) the representative(s) will write to the secretariat requesting an amount with a brief explanation of the grant's purposes;
- (b) the secretariat will send the amount to the requester(s);
- (c) the requester(s) will file with the secretariat receipts or documentation of the money's expenditure. If representatives exceed their \$200 budget, they must submit their request, for funds in excess of their annual budget, to the Association's board for consideration and approval.

9.4 Regions may hold meetings, generally in the fall of each year and with the involvement of the region's representative. The purposes of these meetings are to foster Asian American Studies in the region and to recruit members for the Association.

## **10.0 Reimbursements:**

- 10.1 The Association will reimburse up to \$55 per day per diem for board members' meals and incidentals (e.g. tips) not already included or paid for by the association for the fall board meetings. The meals are divided as follows: \$10 max for breakfast; \$15 max for lunch; \$25 max for dinner; \$5 for incidentals. Ground transportation costs (within 15 miles) will be paid for by the association as well provided that they are for association business. The expenses of the secretariat staff will be covered within this same policy for both the fall board meeting and spring conference. The expenses for the conference hotel coordinator will be covered within this same policy for the fall board meeting, the spring conference, and related site visits needed to organize the annual meeting.

## **11.0 General Business Meeting:**

- 11.1 The general business meeting of the Association will be conducted by the president or her/his designee.
- 11.2 The meeting will be conducted through a modified Robert's Rules as interpreted by the president, who may appoint the secretary/treasurer or some other person to serve as parliamentarian.
- 11.3 It is customary, during the course of the meeting, for the president to report on "the state of the field" based upon reports from the Association's regional representatives, and to report to the membership "the state of the Association."
- 11.4 The Association encourages submission of resolutions for consideration by the membership during the annual general meeting.
- 11.5 Submission: Any Association member in good standing may submit resolutions for consideration by the Association membership at the annual conference.
- 11.6 Procedure:
  - a) A resolution submission must be accompanied by a petition signed by 15 Association members.
  - b) In order to qualify for consideration by the membership, the resolution submission and petition must reach the Secretariat at least three weeks prior to the date of the general membership meeting.
  - c) The board will review each resolution and forward any commentary/response to their authors prior to its spring meeting. The resolver may be invited to attend and answer questions.
  - d) No resolution will be submitted for action by the membership, unless at least one of its authors is present at the general membership meeting. The board also will not allow a vote on resolutions that violate AAAS policies, and it will not intervene in personnel actions.
  - e) All resolution submissions reviewed by the Board will be available at the registration table the morning of the general membership meeting for review by the Association's membership.
- 11.7 Voting:
  - a) All Association members in good standing, with the exception of associate members, may vote on a submitted resolution.
  - b) During the general membership meeting, all other conference participants, in good faith, will not vote on any resolution.
  - c) The majority vote of all eligible voting persons during the general membership meeting will be accepted by the Association. Limited debate will be allowed for each resolution.

## **Addendum A: Conference Planning Guidelines**

The planning and implementing of any AAAS annual conference is complex, requiring the cooperation and coordination of numerous individuals: AAAS President and Board, AAAS Secretariat staff, the planning committee, and many volunteers. It is an event that calls for regular and informed communication among all the planners and a clear delineation of roles, responsibilities and expectations.

### **Conference Committee Roles:**

**AAAS President and President-elect.** The AAAS president serves as ex-officio member of the conference committee and as liaison to the board throughout the planning process. The president will call for board approval for conference themes, program and site committee members, and awards. The AAAS President-elect assists in advance planning for conferences taking place during their term as president.

**Conference organizer (Secretary/Treasurer).** The Conference organizer is responsible for the overall management of the conference including budget and is the primary fiscal contact to the hotel, Secretariat, and other conference staff. The Conference organizer works with the city's conference and visitor's bureau (CVB) to market the conference. With the assistance of Secretariat and other staff, the Conference organizer organizes monthly phone meetings of the conference committee and two face-to-face meetings of the entire conference committee, with the first meeting occurring at least 18 months prior to the conference and the other at the annual board meeting immediately preceding the conference.

**Site Co-Chair (1-2).** The site committee co-chair(s) have primary responsibility for arranging and publicizing local arrangements including tours and related special events; providing information and directions for local restaurants, transportation, and places of interest for membership and conference attendees; coordinating on-site committee meetings; and planning a plenary session with an emphasis on local resources and concerns. The site committee co-chair(s) will organize a site committee of 5-8 members to assist with this planning. They may also help recruit and solicit funding for university and organizational receptions or other special events slated for the conference. The site committee co-chairs also is responsible for the following tasks:

- Recruiting 5 – 10 volunteers for set-up of registration table and conference packet stuffing on the Tuesday before the conference begins.
- Coordinating transportation needs for the events. Work with local companies to provide discounts for attendees use of their services during the conference (e.g. transportation to and from the hotel).

- Collaborating with President and Secretariat on the schedule for the awards reception with particular attention to helping recruit local talent who will be a part of the event.
- Coordinating hospitality activities – obtaining resources (guides to the city, etc.).
- Coordinating with Secretariat staff regarding signage
- Providing Secretariat staff pricing and contact information regarding printing services and awards plaques engraving.
- Coordinating special tours and events before, during, and / or right after the conference.
- In partnership with the Secretariat, helping to recruit and obtain funding for special receptions
- Working with the graduate student representative on the board to have several programs specifically geared for graduate students.
- Writing text on conference site and its relationship with AAAS / Asian American and Pacific Islander communities/issues.

**Program Co-Chair (1- 2).** The program co-chair(s) have primary responsibility for the conference theme, call for papers, selection of presentations, roundtables, and workshops including megasessions, and the organization of two plenaries that speak directly to the theme of the conference. The program committee co-chair(s) may organize a program committee of 15-20 members to assist with this planning. Committee membership should reflect the diversity of the Association by region, discipline, ethnicity, gender/sexuality, type of institution, and rank. Program committee co-chairs take the lead in soliciting and selecting high quality papers and other programs for the conference, and in determining standards for review of program proposals. They are responsible for coordinating the paper/panel applications and admissions process with the Secretariat; scheduling the panels, sessions (including audiovisual requests), final titles and presenters, and section meeting times and locations; responding to inquiries by accepted and rejected presenters; working with the Site Committee and the Board in scheduling and promoting other events, tours, and activities; writing, editing, and publishing the conference program; purchasing gifts for plenary presenters; and running the actual conference, including participating in the receptions. They may also help recruit and solicit funding for university and organizational receptions or other special events slated for the conference.

**Secretariat.** The Secretariat is responsible for ensuring that the logistical needs of the conference committee run smoothly. This includes managing vendors and exhibitors, taking and disseminating minutes, working with program committee on proposals, and uploading website information. With the help of the conference assistant, additional staff, and student interns, the Secretariat will do the following:

- Initiate call for nomination of all award recipients (e.g. engaged scholar, lifetime achievement)
- Send out all proposal acceptance and rejection letters
- With Conference organizer, serve as contact with the site/hotel/conference center
- Handle registration and membership
- Collect all funds (sponsorships, registration, payments) related to the conference
- Design and print attendees name badges
- Set up and breakdown of registration tables
- Assure the proper recruitment, training, and supervision of all volunteers
- Order and pay for printing for conference (signage, booklet)
- Order and pay for all awards and gifts

**Conference Assistant.** The conference assistant serves as assistant to the conference organizer with regards to management of the actual conference activities including volunteer management, registration, accounting of funds, and coordination of day-to-day activities at the actual conference.

Additional staff and student interns may be put in charge of publicity, web-based and printed materials such as the conference program and marketing materials the conference to members and non-members alike. These staff members or interns will work closely with Secretariat, Program Chairs, and others as needed in order to complete all tasks by the necessary deadline.

### **Timeline for AAAS Conference Planning:**

**201W – Three years prior to conference year**

**201X – Two years prior to conference year**

**201Y – One year prior to conference year**

**201Z – Conference year**

#### **201W – Three years prior to conference year**

April/May 201W - Spring board meeting at annual conference. Location of 201Z conference finalized. Suggestions for program and site committee co-chairs discussed by AAAS board. AAAS president and/or president-elect contact prospective co-chairs to request their service and being planning process.

April/May 201W - Spring board meeting at annual conference. Site and program co-chairs introduced and board begins preliminary discussion of themes and ideas.

October 201W – Fall board meeting (except for executive officers, conference committee does not need to attend). Program co-chairs provide drafts of conference themes, call for

papers, plenary ideas, and program committee list for board discussion. Site committee presents report on planned activities and site committee list for board discussion.

November 201W – Fall site meeting of president, conference organizer, program and site co-chairs at the conference hotel 20 months before the start date of the conference.

Association pays for transportation and accommodations. Review conference theme, plenaries, site tours, and community partnerships. With final board approval, program and site committee co-chairs finalize program committee and site committee, and plan for soliciting funding for university and organizational receptions.

### **201Y – One year prior to conference year**

January 201Y – Conference organizer and Secretariat arrange for all members to participate in monthly phone call meetings once a month. Program co-chair(s) submit final version of conference theme and call for papers for inclusion in current year's conference program and other materials.

April/May 201Y – Site and program co-chairs present conference planning report at Wednesday board meeting. Face-to-face conference planning meeting of entire conference committee to take place at a separate time at annual conference. Aside from staff, the Association does not pay travel costs for this meeting. Promotional table at current 201Y conference for 201Z.

July 1 – Program and site co-chairs present budget requests to President and Secretary/Treasurer by July 1. (Note for program and site co-chairs: Please monitor appropriated budget and provide update expense information to the Secretary/Treasurer accordingly. Decisions that are policy and / or budgetary in nature, such as registration rates or policies must be made by the executive officers and board.)

Summer/fall 201Y - Site committee co-chairs in collaboration with the Secretariat makes arrangements for the recruitment of volunteers for set-up of registration table and conference packet stuffing on the Tuesday before the conference begins, coordinates transportation needs for events and discounts for attendees. Site committee also works with local companies to provide discounts for attendees use of their services during the conference (e.g. transportation to and from the hotel), collaborates with President and Secretariat on the schedule for the awards reception with particular attention to helping recruit local talent who will be a part of the event, and coordinates hospitality activities – obtaining resources (guides to the city, etc.).

October 201Y – First weekend of month: Site and program co-chairs submit conference planning reports to president to present at fall board meeting. End of month deadline for submission of 201Z conference presentation proposals.

November 201Y – Program committee co-chairs send proposals to program committee for selection.

December 201Y/January 201Z – Conference organizer and program committee co-chairs meet at conference site to schedule presentations. Program committee co-chairs work with Secretariat to confirm all presenters, final titles, audiovisual requests, dates, times, and location of all sessions. Program committee co-chairs respond to inquiries by accepted and rejected presenters.

### **201Z – Conference year**

January – May 201Z – Continue conference planning and scheduling. Program committee co-chairs write necessary text and edit program information in collaboration with the Secretariat, proofread and edit drafts of program booklet as necessary, and buy gifts for plenary presenters. Site committee coordinates with Secretariat staff regarding signage, printing services and awards plaques engraving.

April/May 201Z – Site and program committee co-chairs present conference planning report at Wednesday board meeting. Conference committee maintains high visibility at the conference, troubleshooting and participating as needed.