



ACD Cluster Rep 2019-2020 Timeline
October 2019 through December 2020

Complete By	Suggested Task or Deadline	✓
October 19, 2019	<p>11:00am-12:45pm, Steering Committee Lunch, Gordon Biersch 1:00-5:00pm: Division Meetings (Rooms L005-009) 7:00-8:30pm: Leadership Dinner (Marriott Ballroom Salons 7-10) 8:30-10:30pm: Leadership Reception (Lobby Level 2, Marriott)</p>	
October 20-22, 2019	<ul style="list-style-type: none"> • AC Business Meetings 	
October 21, 2019	<ul style="list-style-type: none"> • ACD Poster Fair, 8-9am 	
Late October/early November	<ul style="list-style-type: none"> • New Reps introduce yourself to your cluster formally • Work with cluster to develop plans to meet or communicate throughout the year • Set up a recurring zoom meeting with Dawn, x number of times per/year • Address any upcoming deadlines with a reminder of due dates • Check if your Chairs have submitted nominations or know of Steering Committee members that are running 	
October 31, 2019	<ul style="list-style-type: none"> • Nominations are due for elected positions 	
November 15, 2019	<ul style="list-style-type: none"> • Post conference report due to Reps • Steering Committee member names due to Dawn Krause 	
November 15, 2019	<ul style="list-style-type: none"> • <i>Reminder:</i> Article submissions for the March issue of AAT are due to Leigh Cunningham 	
Mid-December	<ul style="list-style-type: none"> • Annual Conference Proposals open • Communicate with your cluster regarding proposal review process and encourage them to rally their group members to submit 	
January 2020	<ul style="list-style-type: none"> • Reinforce the new reader volunteering process and send out the url of the universal survey form as a reminder • Reminder on proposals and hot topics exact due date • Begin thinking about any posts to AC Chairs on voting for elections 	
Mid-February 2020	<p>Proposals and Hot Topics for Annual Conference are due</p> <ul style="list-style-type: none"> • Send announcement out to your cluster that nominations are being accepted for the ACD Service awards and remind them that nominations 	
February 14-17, 2020	<ul style="list-style-type: none"> • Reminder to vote in elections 	
February 22, 2020 (tentative)	<p>Deadline for the Call for Proposals Submissions Proposal reviewing by readers begins</p>	
Late February 2020	<ul style="list-style-type: none"> • Time to check in with your cluster to remind them to schedule meetings or updates with their Steering Committees • Ask them to consider scheduling an online discussion for spring 2020 • Remind your AC's about parameters of online discussions vs. presentations 	

March 14, 2020 (tentative)	Deadline for readers to have their evaluations submitted to their Chair	
	<ul style="list-style-type: none"> Remind Chairs that the due date for proposals and sponsored sessions is upcoming 	
March 15, 2020	<ul style="list-style-type: none"> <i>Reminder:</i> Article submissions for the June issue of AAT are due to Leigh Cunningham 	
March 21, 2020 (tentative)	Deadline for Chairs to have their summaries of reader reviews submitted	
	Up to two sponsored session selections also submitted with summaries	
April 3, 2020 (tentative)	<ul style="list-style-type: none"> Notices of acceptance for Annual Conference proposals is sent to submitters Send out a reminder on ACD Service award nominations due date 	
Mid-April 2020	ACD Service Award nominations are due around this time	
May 2020	<ul style="list-style-type: none"> Confirmation of AC Business Meetings and drafts of the abstract about it with Annual Conference EO staff (Dayna McNary will email Chairs directly) are due this month 	
June 2020	<ul style="list-style-type: none"> Annual Conference social events are due to EO staff, Dayna McNary Updated descriptions of social provided by Dayna from the previous year for inclusion in the Annual Conference program are due this month RSVP's for Annual Conference events 	
July 2020	<ul style="list-style-type: none"> Remind Chairs to gather data or feedback on the goals set out in the Post-Conference Report. They may need to meet with their Steering Committee about the Annual Report due next month. Have you registered for Annual Conference in Puerto Rico? 	
August 15, 2020	Annual Report and Updated Community Snapshot due to Reps	
Late August 2020	<ul style="list-style-type: none"> Reminders to join a Research Group by the deadline (September). This could help develop an AC's scholarly focus or increase article production 	
September 2020	<ul style="list-style-type: none"> Reminders on prep for Annual Conference by creating a business meeting agenda, getting poster fair board created, asking for volunteers to help with tasks such as finding a place to hold a social Check in with Chairs whose position is up for election – succession plan, nominations submitted? Region conference calls for proposals open 	
October 4-7, 2020	Annual Conference – Puerto Rico Convention Center	
October 31, 2020	<ul style="list-style-type: none"> Nominations for elections close 	
November 15, 2020	Post-Conference Report due to Reps and Dawn Krause	
	<ul style="list-style-type: none"> Region conference proposals due 	
December 1, 2020	Reminder: Article submissions for the March issue of AAT are due to Leigh Cunningham	