

## Conference Program Committee Action Plan 2016-2017

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### Action Plan:

1. Develop a theme of the annual program that reflects the presidential theme of the incoming year.
2. Invite speakers for the program and finalize the list
3. Provide a list of speakers to the Local Arrangement Committee
4. Design flyers, publicize the program
5. Moderate the event and/or serve as the panelist.
6. Submit the interim report and annual report to the Board.

### Timeline:

October 2016: Communication and brainstorm about the theme

December 2016: Submit a report including the theme to EC and the Board.

January 2016: Start to reach out for speakers.

March 2016: Finalize speaker list and provide list to local arrangement committee.

May 2016: Receive presentation PPT and/or manuscripts. Send out promotion materials to listservs.