

## AGM Program Planning Calendar

### **1-2 years ahead:**

The Site Selection Committee, in consultation with the SCA Board, selects the conference hotel and signs the contract. A SCA member in the area is appointed chair of the Local Arrangements Committee.

### **Spring of previous year:**

Election of new Vice-President/President elect determines the chair of the following year's Program Committee.

### **AGM, one year ahead:**

The Program Committee chairperson should network to discern session and roundtable topics of possible member interest. The chair should also invite members to join the committee. If possible, both the Program and Local Arrangements Committee chairpersons should meet at the AGM, or else they should schedule a meeting to take place during the summer (preferably with the current SCA Program and Local Arrangements Committee chairpersons for guidance).

### **Summer:**

A call should be placed in the SCA Newsletter and on West\_Arch by the Program Committee chair for session proposals. Both the Program and Local Arrangements Committee chairpersons should finalize their selection of committee members. NOTE: The Education Chair serves as an ad hoc member of the Program Committee for pre-conference workshops.

### **Mid-toLate Summer:**

Quarterly reports due at the SCA Board meeting.

### **Late Summer or early Autumn:**

Committee meeting #1. Discuss broad ideas for AGM. What balance will there be between formal and informal sessions? What sessions and topics have been suggested by members or through previous AGM evaluations or at other professional meetings? Does an overall theme suggest itself? Evaluate session proposals received to date. Identify and discuss special speakers and workshop topics and instructors. Ascertain if the roundtable discussion format will be used.

Action: Assign responsibilities to committee members/subcommittees to

develop and serve as liaisons for particular sessions. Program Committee chair should begin to prepare budgetary material for the next Board meeting (honoraria fees, anticipated uses of the Special Speakers fund, and anticipated Program Committee expenses).

**Mid-Autumn:**

Quarterly Board meeting (includes budget review and approval for the Autumn coming year). The Program Committee should report committee ideas and direction to the Board, and share information on session topics and speakers both secured to date as well as those still under development, seeking suggestions and advice on proposed innovations. Submit proposed budget for review, including AGM registration fees. Any changes in policy must be approved by Board.

**Mid-/Late Autumn:**

Committee meeting #2. Committee members report on assigned sessions.

**Autumn:**

Some speakers and moderators for sessions should have been invited by this time, and collaborative work should take place amongst committee members to identify additional speakers to complete gaps. Workshop topics and speakers should be identified by now, and contracts and/or MOUs should be near completion. Special speakers should have responded to invitations to speak by now; if the first invited speakers are unable to participate then the committee should move down the list to the next choices and send out subsequent invitations.

Action: Assist committee members to support each other in developing a more concrete program. Assign clear responsibility and deadlines for securing speakers by the end of the calendar year. Encourage members of committee to obtain audiovisual requests from speakers and workshop leaders by the end of the calendar year. Submit an article about the AGM Program to the SCA Newsletter to generate early interest.

**Early January:**

Committee meeting #3. Committee members report on final sessions, topics and speakers, and assist each other if problems have arisen with securing speakers. Finalize program schedule and compile master list of audiovisual requests.

Late Jan. or early Feb.:

Board meeting. Report on finalized program to Board. After the Board meeting, submit completed program and list of audiovisual requests to chair of the Local Arrangements Committee.

**March:**

Send letters of confirmation to all speakers providing them with information about the conference location, date and time of their session, and their audiovisual requests. Provide them with contact information for their session moderator and their liaison to the Program Committee.

**March/April:**

Committee members prepare to troubleshoot last minute requests and challenges, including additional audiovisual requests (which should not be honored after the previously established deadline) and emergency situations which may keep speakers from participating in their sessions at the last minute (Can a replacement be found? Would the speaker send a copy of his/her presentation to be read or distributed at the meeting?) The Chair, in conjunction with the Local Arrangements Chair, collaborates with Local Arrangements Committee to designate liaisons for on-site supervision of sessions.

**May:**

Program Committee Chair writes thank you letters on SCA stationery to all speakers, Program Committee members, and the chair of Local Arrangements. Coordinate with the Local Arrangements Committee to have someone submit a summary article to SCA Newsletter.

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