Program
Timeline

Target Date	Description	Committee	Project Manager	Implementer	Status	Notes
8/13/2019	Program: Finalize Call for Papers/Posters Announcement language	Program	Shannon	Lady Jane		incorporate changes from Committee
8/29/2019	Program: Workshops Call for Papers Now Open Announcement	Program	Shannon	Lady Jane		Send to past presenters, academic list, program committee members
10/1/2019	Email: Call for Papers email reminder	Program	Integral Care	Lady Jane		
10/9/2019	Program: Review Call for Papers	Program	Shannon	Shannon		
11/13/2019	Program: Review Call for Papers Application	Program	Shannon	Lady Jane		Work with Program Committee. Reviewed in August meeting. Created in LGL in August.
11/25/2019	Program: Request additional information from presenters and co-presenters for program bios and presentation descriptions, if needed	Program	Shannon	Anne		In years past, we've needed to work with our presenters and co-presenters to ensure consistency throughout the program. Recognizing this is over the holidays, we anticipate delayed responses. Note: this was scheduled to start on 12/12. We need the list from the Committee in order to move
12/1/2019	Program: Select Presenters for Workshop	Program	Shannon	Shannon		provide final list to Integral Care to send acceptance letters
12/9/2019	Program: Request PPT from workshop presenters	Program	Shannon	Lady Jane		
12/13/2019	Program: Request Co-Presenter Applications	Program	Shannon	Lady Jane		After workshops have been selected, we need to ensure that all co-presenters have completed a co-presenter application. So far we only have 3. Note: this was scheduled for 12/12. We need the list from the Committee in order to move forward.
12/31/2019	Poster: Poster Submissions Closes	Program	Shannon	Lady Jane		closed weblink
1/3/2020	Posters: Select Poster Presenters	Program	Shannon	Committee		
1/6/2020	Posters: Send Poster Acceptance/Decline Notices	Program	Shannon	Lady Jane		
1/13/2020	Program: Deliver program outline with most content to Integral Care	Program	Shannon	Anne		Include workshop descriptions, all bios
1/13/2020	Program: Deliver two-day schedule for program	Program	Shannon	Anne		
1/13/2020	Program: Send reminder to presenters regarding PowerPoints and Handouts	Program	Shannon	Lady Jane		Due end of Jan. Email w/requirements and deadlines needs to be created. Sent by Charlotte on 2/4.

Target Date	Description	Committee	Project Manager	Implementer	Status	Notes
1/29/2020	Program: Approve Program content FINAL	Program	Shannon	Anne		