

# PROGRAMMING DEADLINES 2021-2022

## PANELS

- Allowance of up to 2 panels per division and 1 roundtable per division.
- DHs decide on which these will be, reporting back to 1<sup>st</sup> VP by 20 November (with the rest of the sessions)
- 1<sup>st</sup> VP sends list of accepted Divisions panels to the Board by 21 November so they can create their own panels
- Board/BIPOC send panels to 1<sup>st</sup> VP by 4<sup>th</sup> December.
- Max 20 panels all in all not including creative panels
- **NB: Deadlines for panel programming are non-negotiable**

## PROGRAMMING

- 31 August (Tuesday) Author RSVP Portal Opens
- 4 October (Monday) Academic & Creative Portal Opens
- 31 October (Sunday): Portal closes
- 1 November (Monday): CTO sends reports to 1<sup>st</sup> VP for distribution to DH
- 20 November (Saturday): DHs to send sessions and panels to 1<sup>st</sup> VP
- 21 November (Sunday): 1<sup>st</sup> VP to send sessions and panels to Board
- 4<sup>th</sup> December (Saturday): Board/BIPOC sends panel suggestions to 1<sup>st</sup> VP
- 20 December (Monday): 1<sup>st</sup> VP completes draft program, then sends it to DHs and Board
- 2 January (Sunday): DH and Board send comments on draft to 1<sup>st</sup> VP
- 8<sup>th</sup> January (Saturday): 2<sup>nd</sup> draft of program sent to participants for corrections with a firm deadline of return by 15 January (Saturday)
- 15<sup>th</sup> January (Saturday): all corrections to titles/names/affiliations/etc returned to 1<sup>st</sup> VP
- 31<sup>st</sup> January (Monday): Program finalized and put online.
- 15 February Jeri Proofreads Final Program
- After this we do not accept any corrections except for cancellations.
- Combining of two-person sessions will continue until program goes to print
- **NB: Deadlines for programming are non-negotiable**