**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 1st VP by 20 November
* 1st 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 1st VP by 4th 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
* 15 November (Monday): Portal closes
* 16 November (Monday): CTO sends reports to 1st VP for distribution to DH
* 20 November (Saturday): DHs to send panels to 1st VP
* 21 November (Sunday): 1st VP to send panels to Board
* 4 December (Saturday): DHs to send sessions to 1st VP
* 4 December (Saturday): Board and BIPOC sends panel suggestions to 1st VP
* 4 December (Saturday): BIPOC Representatives send Captiva C schedule to 1st VP
* 4 December (Saturday): SCIAFA sends sessions to 1st VP
* 8 January (Saturday): 1st VP completes draft program, then sends it to DHs, BIPOC Representatives, and Board
* 15 January (Saturday): 2nd VP Sends final list of Author Schedule to 1st VP
* 15 January (Saturday): DH, BIPOC Representatives, and Board send comments on draft to 1st VP
* 20 January (Saturday): 2nd draft of program sent to all participants for corrections with a firm deadline of return by 27 January (Saturday)
* 27 January (Saturday): all corrections to titles/names/affiliations/etc returned to 1st VP
* 31st 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**