

2011-2012 CE Course Preparation Calendar

Date	Assigned To	Item
27-Jun-11	CC, CEC	Course Information due to Liaison and HQ (course title & overview, speaker names & talk titles, funding requests). This is the data that will appear in the Annual Meeting marketing materials and on the SOT website.
29-Jul-11	CC	Course Chairs arrange Conference Call dates with Speakers and Liaisons for content and Syllabus development, report dates to HQ
15-Aug-11	G	SOT Abstract Submission site OPEN for platform/poster sessions
1-Aug-2011 to 2-Sept-2011	CEC, CC, CS	Conference Calls take place for discussion & development of course content
2-Sep-11	CEC, CC	<b>Preliminary Program content to HQ: FINALIZE Course Title, Overview, Speaker Order, and Presentation Titles. <i>** No changes to this information to be made after this point. This information will go to print in the Preliminary &amp; Final Program.</i></b>
30-Sep-11	CS	<b>First Draft Syllabus/slide presentations due from Course Speakers to Chairs (cc Liaisons)</b>
	CC	Course Chairs arrange Conference Call dates with Speakers and Liaisons for content and slide presentation review, report dates to HQ
3-Oct-11	G	SOT Abstract Submission site CLOSED for platform/poster sessions (calendar date, 11:59 PM ET)
3-Oct-2011 to 14-Oct-2011	CC, CS, CEC	Conference Calls take place for review of course content and first draft slide presentations
late summer/ early fall	HQ	Begin advertising the need for student volunteers for CE Courses (Communiqué and online)
31-Oct-11	CC, CS	<b>License Agreement AND Copyright Permission forms due to HQ</b>
	HQ	Send out Non-Member funded Speaker housing and travel forms
	CS	<b>Second Draft Syllabus/slide presentations due from Course Speakers to Chairs</b>
9-Nov-11	CC	<b>Second Draft Syllabus/slide presentations due from Course Chairs to Liaisons</b>
	CEC, CC, CS	Begin Primary & Secondary Review of Syllabus content for Finalization
16-Nov-11	G	Abstract Central is closed to produce the Final Program and The Toxicologist. <b>Any information not in the system at this point will not appear in the printed meeting materials.</b>
TBD	CEC	November CE Committee Conference Call
30-Nov-11	CS	Non-member Speaker Housing forms due to HQ

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1-Dec-11	CEC	CEC Liaison returns Syllabus comments to Course Chair
8-Dec-11	CC	CE Chairs send FINAL Syllabus to Course Liaison for last review
<b>14-Dec-11</b>	CEC	<b>CE Liaison sends FINAL Syllabus in PowerPoint to HQ for production</b> <b><i>*No changes to content will be allowed after this point</i></b>
TBD	CEC	January CE Committee Conference Call
18-Jan-12	HQ	CE Liaisons and Chairs receive Syllabus proof from HQ. This proof is to verify printing quality - NOT TO MAKE CONTENT CHANGES. Example of what can be changed: Table or figure that does not print correctly Example of what cannot be changed: Addition of content, a slide, or an image
<b>25-Jan-12</b>	CEC, CC	<b>CE Liaisons and Chairs return Print Proof Syllabus edits to HQ (NO content changes)</b>
27-Jan-12	HQ	Student Volunteers receive assignments
1-Feb-12	HQ	Non-Member Speaker housing confirmations sent out
1-Feb-12 to 12-Feb-12	HQ, SV	Student Volunteer Webinar
10-Mar-12	CESV, SV	CE Committee and Student Volunteer walk through in San Francisco
<b>11-Mar-12</b>	CEC, CH, CS, SV	<b>CE Courses in SF</b>
<b>11-Mar-2012 to 15-Mar-2012</b>	G	<b>2012 SOT Annual Meeting at the Moscone Center, San Francisco</b>
<b>"Assigned To" Codes</b>		
HQ - SOT Staff Liaison		
CEC - Continuing Education Committee		
CC - Course Chair		
CS - Course Speaker		
CESV - CE Student Volunteer Organizer		
G - General for all of SOT		
SV - Student Volunteers		