

CE Course Planning Calendar

July and August 2026

ALL MONTH

Planning Call & Speaker Preparation

Course Chairs meet with speakers and the CE liaison to align on goals and timelines, with optional CE prep webinars available.



October 2026

9

First Drafts Due

The first drafts/complete outlines of speaker presentations are due to the course Chairs, CE liaison, and SOT staff.

November 2026

ALL MONTH

Finalizing Presentations

Speakers finalize presentations and complete meeting logistics, including registration, housing, and stipends.

December 2026

11

Second Drafts & Bios Due

Second drafts of presentations and speaker headshots and bios are due.



18

Final Review Call

Course Chairs call to go over proposed edits with course presenters as needed.



January 2027

8

Presentations Due

Final copies of presentations are due to the course Chairs, CE liaison, and SOT staff.

15

Speaker Forms Due

Speakers and Chairs complete stipend and copyright, licensing, and ethics forms.

February 2027

ALL MONTH

Finalizing Presentations

All course Chairs and speakers receive a proof of their course material for review to ensure quality.

March 2027

13

CE Tech Orientation

CE Chairs, speakers, and Committee attend an optional tech demo.

14

CE Courses Presented

CE courses are presented during the 2027 SOT meeting.

