

# Academic Assembly Calendar

## June 2008

- ~~Begin work with the Academic Assembly Planning Committee, staff the conference call.~~

## July 2008

- Finalize budget for upcoming Academic Assembly.
- ~~Provide brochure cover possibilities to board and committee by Aug 1~~
- ~~Announcement of Academic Assembly dates/locations and other details in Summer newsletter.~~
- Finalize schedule of events of Academic Assembly tracks/events: Navigating, Best Practices, EMARC, New Program Directors, and New Residency Coordinators.

## August 2008

- ~~Staff and arrange conference call with AA planning committee to finalize everything in enough time to complete CME application.~~
- AA track chairs to determine/invite speakers and provide speaker contact info listing to CORD office along with session goals/objectives, course descriptions.

## September 2008

- Submit CME application to provider organization.
- Finalize and publish Academic Assembly registration brochure.
- Announce Call for posters for Academic Assembly.

## October 2008

- Distribute Academic Assembly brochure to CORD and EMARC members at ACEP & via email.
- At AA program committee meeting during ACEP - finalize any Academic Assembly details/questions/updates
- Send formal Academic Assembly speaker confirmation letters, and begin collecting conflict of interest forms, AV requests, etc.

## November 2008

- Winter Newsletter
  - Academic Assembly article from Chair.
  - Include printed Call for posters in newsletter.

## December 2008

- Second emailing of Academic Assembly brochures to CORD and EMARC members.
- Collect Academic Assembly poster submissions and send for scoring.

## **January 2009**

- Work with review committee to determine accepted/rejected posters.
- Finalize meeting room assignments, food and beverage, and audio-visual equipment with vendors for Academic Assembly.
- Speakers must submit handout materials by Feb 1

## **February 2009**

- Finalize collection of handouts for Academic Assembly and produce CDs.
- Finalize registration for the Academic Assembly.
- Print name badges for the Academic Assembly.
- Develop evaluation form for Academic Assembly.

## **March 2009**

- Staff the Academic Assembly including registration staff; ability to collect on-site registration fees; provide handouts; ensure meeting room set-ups, food and beverage, and audio-visual equipment; collect evaluation forms, who's here list with email addresses in notebooks.

Staff the CORD Board meeting to include the following agenda items:

- Academic Assembly registration report.
- Selection of site for Academic Assembly for 2 year's out.

## **April 2009**

### Newsletter

- Academic Assembly report from Chair.
- Announce date/location of next year's Academic Assembly.
- Include photos from Academic Assembly.
- EMARC report.
  
- Compile AA Evaluations by end of April

## **May 2009**

- Finalize site contract for next year's Academic Assembly.