

Academic Assembly Calendar

May/June 2009

- Meet with the Academic Assembly Planning Committee during SAEM Annual Meeting, staff the conference call, as necessary.

July 2009

- 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 CORD newsletter.
- Track chairs to finalize schedule of events of Academic Assembly tracks/events: Navigating, Best Practices, EMARC, New Program Directors, New Residency Coordinators, MERC & Specialty Track.

August 2009

- Staff and arrange conference call with AA planning committee to finalize any questions in enough time to complete CME application.
- Track chairs to determine/invite speakers and provide speaker contact info listing to CORD office along with session goals/objectives, course descriptions (complete Speaker-Session form).

September 2009

- Submit CME application to provider organization.
- Finalize and publish Academic Assembly registration brochure.
- Announce Call for posters for Academic Assembly via CORD website & all member email.

October 2009

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

November 2009

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

December 2009

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

January 2010

- 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 2010

- 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 2010

- 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 2010

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 2010

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