

SIG Coordinator 2009 Calendar (11/20/08)

January	February	March
<ul style="list-style-type: none"> ➤ January 13, 2009 Abstracts for Congress due ➤ January 8, 2009 Submit SIG Congress information on the Speaker Upload System (session summary, content outline, session objectives) ➤ January 26, 2009 SIG Newsletter "Best Article" Award submission due 	<ul style="list-style-type: none"> ➤ February 1 SIG Annual Report due ➤ February 1 <ul style="list-style-type: none"> -Request for Handouts for Congress meeting due -Pre-Congress communiqué due -Agenda for Congress meeting due -Requests for Certificate of Appreciation due ➤ February 14, 2009 Online voting closes for SIG Coordinator-Elect elections ➤ Assign a member to update SIG poster and bring to Congress ➤ Assign a member (or archivist) to bring the SIG scrapbook to Congress. ➤ February 12, 2009 Submit syllabus information by SIG Coordinator (syllabus material (slides, etc., session summary, contact outline) if any additional speakers. 	<ul style="list-style-type: none"> ➤ Submission Topics due for Institutes of Learning ➤ March 1 Phone log & reimbursement requests due ➤ Plan a conference call with your leadership
April	May	June
<ul style="list-style-type: none"> ➤ Contact a member who is attending Congress to volunteer to take minutes ➤ Contact leadership of the SIG prior to Congress <ul style="list-style-type: none"> - Know who is attending - Ask them to be prepared to give reports on projects - Give SIG leadership your hotel location - Assign some members to write articles on sessions for the newsletter ➤ April 21, 2009 Final slide presentation and presentation needs submitted by all speakers/coordinators for their SIG Congress meeting (PowerPoint slides, AV needs). ➤ Read & sign SIG Officer Affirmation of Service form; SIG Letter of Agreement; ONS Conflict of Interest; and Antitrust forms. 	<ul style="list-style-type: none"> ➤ Pick up SIG packet and handouts at ONS Resource Area. ➤ Check the SIG Connection Board throughout Congress ➤ Turn in minutes, sign-in sheets and coordinator's evaluation from Congress meeting ➤ Recruit candidates for SIG election ➤ Ex-Officio transfer records (include partially completed SIG Annual Report ➤ May 30 New leadership information due (new editor, etc.) 	<ul style="list-style-type: none"> ➤ June 1 Strategic Plans revisions due ➤ June 1 Phone log & reimbursement requests due ➤ Review SIG Congress Activities Evaluation Results (find candidates for elections/volunteers) ➤ Follow-up with anyone who volunteered at the SIG meeting or showed interest in running for your SIG election

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July	August	September
<ul style="list-style-type: none"> ➤ July 1, 2009 Congress Topic Submission ➤ July 16-18, 2009 Attend the SIG Leadership Weekend in Pittsburgh, PA 	<ul style="list-style-type: none"> ➤ August 14, 2009 SIG Excellence Award submission due ➤ August 24, 2009 SIG Candidate Applications due (electronic submission only) 	<ul style="list-style-type: none"> ➤ September 1 Phone log & reimbursement requests due ➤ September 18 Submit initial program information by all speakers/coordinators (biographical Sketch form, Financial disclosure form, Warrant & Indemnity)
October	November	December
<ul style="list-style-type: none"> ➤ Develop additional questions for the annual SIG Needs Assessment Survey 	<ul style="list-style-type: none"> ➤ Recruit SIG members who attended Institutes of Learning to write an article for the newsletter 	<ul style="list-style-type: none"> ➤ December 1 Phone log & reimbursement requests due ➤ Receive the final conference schedule to the SIG Coordinators by G. Peeks ➤ Receive the SIG Demographics ➤ Receive the SIG's Needs Assessment Survey results and review to help plan for the Congress meeting

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