

**2023 AHME Institute
Institute Template/Brochure Production Timeline**

Session Coordinator Job Responsibilities

- Contact, issue invitation to suitable speakers and confirm willingness and availability to present
- Affirm speakers' willingness to adhere to AHME deadlines (i.e. speaker forms, handouts)
- Acquire final title, objectives and basic speaker information for Topic Development Worksheet
- Suggest moderator for session; contact and issue invitation to suitable moderator
- Complete Topic Development Worksheets and submit by deadlines

July, 2022

- 26** Academic Leadership and Professional Development Planning Meeting
29 Topic Development Worksheets due from Coordinators

August (no ALPD call this month)

- 5** Topic Development Worksheets due from Coordinators
12 Topic Development Worksheets due from Coordinators
19 Topic Development Worksheets due from Coordinators
26 Topic Development Worksheets due from Coordinators
Vendor Support: Update proposed offerings; review in staff office to prepare for ALPD approval

September

- 2** **FINAL Topic Development Worksheets due from Coordinators**
9 Staff draft of preliminary brochure completed; submit postcard copy to graphic designer
12 **ALPD conference call** (*approve vendor support offerings*)
14 Deadline for final brochure copy from coordinators
16 Staff proofread draft of preliminary brochure content
20 Staff send final brochure copy to graphic artist; items to website designer for on-line registration set-up
23 Staff review brochure and postcard layouts from graphic artist
Vendor Support: Offerings to be approved on Executive Division call
30 Staff forward brochure edits and final postcard approval to graphic artist

October

- 3** Staff send final revisions of brochure copy to graphic artist and on-line reg form content to web designer
5 Graphic artist to send postcard to printer and final brochure PDF to staff
10 **ALPD conference call**
12 Staff send final postcard mailing list to mail house; brochure PDF sent to web designer for link on reg page
21 Printed postcards delivered to mail house
Vendor Support: 2023 Prospectus finalized with AHME forms

November

- 1** (Tue) Mail house sends out postcard and post brochure PDF on website; registration opens
14 **ALPD conference call**
Vendor Support: Prospectus available online; begin telephone/email solicitation.

December (no ALPD call this month)

Vendor Support: Continue telephone/email solicitation

January, 2023

- 9** **ALPD conference call**
13 Second postcard mailing
Vendor Support: Continue telephone/email solicitation

February

- 13** **ALPD conference call**

March (no ALPD call this month)

April

- 10** **ALPD conference call**
26 Start of AHME Institute in Austin, Texas