

**2019 AHME Institute
Institute Template/Brochure Production Timeline**

Session Coordinator Job Responsibilities

- Contact, issue invitation to suitable speakers and confirm willingness and availability to present
- Advise potential speaker of AHME reimbursement policy
- 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, 2018

- 18** Academic Leadership and Professional Development Planning Meeting
27 Topic Development Worksheets due from Coordinators

August (no ALPD call this month)

- 3** Topic Development Worksheets due from Coordinators
10 Topic Development Worksheets due from Coordinators
17 Topic Development Worksheets due from Coordinators
24 Topic Development Worksheets due from Coordinators
31 **FINAL Topic Development Worksheets due from Coordinators**
Vendor Support: Update proposed offerings; review in staff office to prepare for ALPD approval

September

- 7** Staff draft of preliminary brochure completed; submit postcard copy to graphic designer
10 **ALPD conference call** (approve vendor support offerings)
14 Staff proofread draft of preliminary brochure content
21 Deadline for final brochure copy from coordinators
26 Staff send final brochure copy to graphic artist; items to website designer for on-line registration set-up
28 Staff review brochure and postcard layouts from graphic artist
Vendor Support: Offerings to be approved on Executive Division call

October

- 1** Staff forward brochure edits and final postcard approval to graphic artist
8 Staff send final revisions of brochure copy to graphic artist and on-line reg form content to web designer
8 **ALPD conference call**
12 Graphic artist to send postcard to printer and final brochure PDF to staff
19 Staff send final postcard mailing list to mail house; brochure PDF sent to web designer for link on reg page
26 Printed postcards delivered to mail house
Vendor Support: 2019 Prospectus finalized with AHME and hotel forms

November

- 1** Mail house sends out postcard and post brochure PDF on website; registration opens
12 **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, 2019

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

February

- 11** **ALPD conference call**

March (no ALPD call this month)

April

- 8** **ALPD conference call**

May

- 14** **ALPD meeting on-site in Savannah**