

**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**