

AMS 2018 Annual Meeting Program Chair Tasks

Task	Due Date
Let AMS Know Committee's Intention to take Part in Annual Meeting	Fall
Draft of Call for Papers Due to AMS	Early December
Annual Committee Face-to-Face meeting	Held Throughout AMS Annual
Attend AMS Annual Meeting Planning Meeting	Last day of AMS Annual Meeting
Write new or update Call for Papers based on AMS Annual Meeting theme and include "Call for Session" statement	31-Jan
From the list of past years sessions, begin to develop list of topics/sessions to be offered for the conference	15-Feb
Poll Committee for additional sessions	
Develop initial list of conveners for each session	
Decide how to use Program Chair Funds	
Send out notices to other conference committees for initial plan on joint sessions	28-Feb
Update call for papers, coordinate updated call for papers with AMS	
Continue coordinating list of sessions with other conference committees (joint session planning)	
Present initial list of sessions/joint sessions to full committee	1-Mar
Send list of sessions and completed PCF form to AMS lead planner	1-Mar
AMS Advertises Student Award Opportunities on Website	
AMS Opens Abstract Submission Site	Early March
Send out notices to other conference committees for initial plan on joint sessions	31-Mar
First AMS Conference Call for Program Chairpersons - discuss joint sessions	mid-April
Continue to coordinate with other conferences/meeting teams on joint session	
Deadline for submission of session topics from community	1-May
Final review/approval of sessions including all remaining joint session proposals	15-May
Advertise Sessions	June
-- include full session abstracts	
-- include all session chairs	
-- remind session chairs to aid session advertising	
-- request that AMS lead planner send CFP to past authors	
AMS Sends Program Chairs Tips/Access to Confex and Schedules Webex Training	mid-July
Abstract Submission Deadline (can be extended by 1 week)	1-Aug
AMS to Assign Number of Session Rooms for Each Conference - Will also provide size of each room	
Program Chairs to send out instructions to session chairs for grading abstracts and arranging sessions - also sends list to AMS lead planner to make sure all session chairs have access to confex	
Program Chairs Decide Scheduling of sessions	mid-August
AMS to Open Hotel Blocks for Reservations (upon announcement of GPD)	
AMS to Open Annual Meeting Registration	
Second AMS Conference Call with Program Chair Persons	
Session chairs (no later than 28-Aug):	
1. Grade abstracts	

2. Based on number of oral presentation slots, arranges presentations into oral versus poster presentations	31-Aug
3. Advise program committee with issues, including presentations that should be transferred to other sessions (as needed)	
4. Complete session arrangement by 28-August	
Program Committee (no later than 31-Aug)	
1. Reviews all sessions for issues (sessions exceeding time allotment, etc)	
2. Coordinates updates with session chairs	
3. Coordinates with AMS on final layout of program	1-Sep
All Changes/Organizing in Confex to be Completed by Program Chair Persons	
Program Chair to Inform Lead Planner about any abstract fee waivers	7-Sep
AMS Begins to Bill on Unpaid Abstract Fees	
Overall Annual Meeting Program Committee Reviews Programs and Provides Feedback/Approval	15-Sep
Deadline for Payment of Abstract Fees	
Program Chair to send along the program committee list for the program and webprogram	30-Sep
Annual Meeting Website is Updated with Author Instructions and General Information	
Conference Program is Posted	
Acceptance Emails are Sent by AMS	
Coordinate with AMS on any program layout issues	September/October
Suggested Deadline for Application for Student Travel Awards from PCF	15-Oct
Deadline for Completed PCF Form (if not used for Student Awards etc)	
AMS Sends First Presenter Information Email	
Program Chairs work with AMS to replace any withdrawn talks/schedule changes	Oct/Nov/Dec/Jan
Deadline for edits to abstract title or author list as well as any changes to be reflected in the printed program	1-Nov
Final Program Chair and Committee Listing due to AMS for publishing in the printed program	
Final AMS Conference Call with Program Chairpersons	15-Nov
AMS Resends Presenter Information Email (includes Poster Numbers)	
Update Call for Proposals for next year with initial draft AMS Annual Meeting Theme	30-Nov
Program Chairs to Contact Session Chairs with responsibilities for onsite and	1-Dec
Early Bird Rate Deadline for Registration	
Last Day to Register by Mail or Fax	21-Dec
No More Registration Refunds	22-Dec
AMS Sends Presenter Information Email for Final Time	1-Jan
AMS Sends Program Chairs list of students eligible for student awards (when	7-Jan
Deadline to Upload Presentations before the meeting	31-Dec
All Student Awards to be decided and names to be provided to AMS Lead P	1-Feb
Deadine to Upload Extended Abstracts and Supplementary Info	27-Feb
All Recordings and Supplementary info is posted to the Web	28-Feb