

Program Development Timeline

March 31, 2017	Strand Advisor agreements (including strand description and bio) due to education@atia.org . <i>Educational Program Committee Guidelines are included in agreement.</i>
April 17, 2017	Call for Presentations live on the ATIA Website.
Late April 2017	Email sent to all past speakers inviting to submit an abstract.
Late April 2017	Email blast sent to entire ATIA membership and past conference attendees announcing the Call for Presentations.
June 16, 2017	Call for Speakers submission deadline.
Late June 2017	Strand Advisor ranking orientation Webinar.
6/28/17 – 7/21/17	Strand Advisors rank all of the abstracts submitted for their strand based on ranking results and session quotas. Strand Advisors develop the final list of alternate and rejected speaker slates based on ranking results.
July 7, 2017	End of Review Phase I. Any abstracts inappropriate submitted to strand must be reassigned to appropriate strand. New this year, all international sessions will be vetted through the International Ambassador, David Banes. Please contact education@atia.org for any sessions that need to be assigned to a different strand. End of Review Phase II. Strand Advisors submit completed speaker ranking and final list of alternative and rejected sessions.
July 21, 2017	
August 7-9, 2017	Educational Program Committee Chair and Headquarters review Committee Ranking Grids during Scheduling meeting held in Chicago, IL.
Mid-August 2017	Schedule created and abstract status (accept/reject/alternate) entered by Headquarters into database.
Late-August 2017	Strand Advisors to receive a list of accepted speakers with contact information.
Early September 2017	Send Acceptance, Alternate, and Rejection Letters ATIA 2018 Schedule goes Live!
Ongoing	Continue open discussion on any speaker-related issues such as special requests and any questions. <i>Should you receive any cancellation notices from your speakers, please notify the ATIA Education Team immediately.</i>
Early-January 2018	All speaker handouts due.
Jan. 30 – Feb. 3, 2018	ATIA 2018 at the Caribe Royale Resort in Orlando, Florida.
February 5, 2018	Education Team to send speaker thank-you letters letting them know when they will receive their session evaluation scores.