

NAIT Project Calendar

Tasks	January	February	March	April	May	June	July	August	September	October	November	December
Conference Proposals	end Solicit		Review -->	Notice of results	Pairs		Corrections to Proposals			Conference	Topics / Call	Start to Solicit
Conference Planning (Special Sessions)		Commit & Assign	Detailing content, costs & presenters			Final Details of program		Logistics: Capacity, AV, Elec, Materials			Brainstorming & Solicitation	
Conference Selected Papers				Notice of Eligibility	Solicitation	Dead-line	Review	Notice	Best Paper Process	Conference		
Conference Program Documents					Submit Program descriptions and long "highlights" (7/1)			Corrections for final program (9/15)				
IT Insider	Assign Articles	Submit (3/1)			Assign Articles	Submit (7/1)				Assign Articles	Submit (12/1)	
Elections & Appointments		Start Candidate Solicitation			Selection of Nominees		Ballot Names & Bios (8/15)		Elections	Take office	Fill open seats by Appointment	
Awards		Award Solicitations			Award Selection & Notice to awardees, nominees not selected, nominators			Plaque data to NAIT (9/15)		Conference - Awards given		Awards posted
Executive Board		Conf Call?		Meeting					Conf Call?	Meeting		
Executive Board Chair (Ongoing work with leadership and staff throughout the year.)			Set Meeting Agenda		Follow through On action items			Pick next year conf theme	Set Meeting Agenda		Follow through On action items	