

APPENDIX B

Deadlines for Section Chairs and Co-Chairs

- I. Submit Preliminary Program by March 20, 2017
 - Please use the Preliminary Program online submission form for requesting program time slots at the 2018 Annual Meeting (including optional programs directed at New Law Teachers). If the Section is holding a Joint, Co-Sponsored program, a Call for Papers, or publishing in a law review, you may also inform us through the online submission form. If planning to invite a non-law school speaker and requesting travel reimbursement, please inform us through the online submission form.
- II. Submit Final Program by June 16, 2017
 - Please use the Final Program Information online submission form to submit your moderator, speakers, and program description.
- III. Submit Names of Presenters by September 28, 2017
 - Provide names of Presenter(s) selected from Call for Papers; and Presenters and Commentators for Works-in-Progress
- IV. Submit by January 12, 2018
 - Names of Section Officers for 2018

Recommended Times for Other Section Activities

- I. Spring
 - Best time for sending out Calls for Papers and/or Works-in-Progress requests.
 - Electronic newsletter.
- II. Fall
 - Submit names of selected presenters and commentators from Calls for Papers and/or Works-in-Progress by September 28, 2017.
 - Send out announcements to Section listservs, other listservs and blogs about your Section program(s).
 - Schedule conference call with speakers in preparation for Section program.
 - Identify and encourage nominees for Section officers and Executive Committee.
 - Electronic newsletter.
 - Use email or the Section listserv to elect Section officers and Executive Committee for the coming year.
 - Chair-elect begins planning for the next Annual Meeting program.