

Appendix B

DEADLINES FOR SECTION CHAIRS AND CO-CHAIRS

- I. **Submit Preliminary Program and Travel Reimbursement Request by April 1, 2021**
 - Please use the Preliminary Program online submission form to request time slots for the 2022 Annual Meeting (including optional programs directed at new law teachers). If your Section is holding a Joint or Co-Sponsored program, a Call for Papers, or publishing in an academic law journal, indicate that you are doing so using the online form. If you are planning to invite a non-law school speaker and requesting travel reimbursement funding, inform us using the online form.

- II. **Submit Final Program by June 18, 2021**
 - Please use the Final Program Information online submission form to submit your moderator, speakers, and program description.

- III. **Submit Names of Presenters by September 24, 2021**
 - Provide names of presenter(s) selected from Call for Papers; and presenters and commentators for Works-in-Progress.

- IV. **Submit Names of Section Officers by January 14, 2022**
 - Online form provided in December.

Recommended Times for Other Section Activities

- I. **Spring**
 - Send out Calls for Papers and/or Works-in-Progress requests if applicable.
 - Create a newsletter.
 - Host a webinar.

- II. **Fall**
 - Submit names of selected presenters and commentators from Calls for Papers and/or Works-in-Progress by September 24, 2021.
 - Send out announcements to Section discussion lists, other discussion lists, 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.
 - Create a newsletter.
 - Use email or the Section discussion list to elect Section officers and Executive Committee for the coming year.