

Work Plan

2009

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| Visit Halifax Congress Site | Done |
| Decide Programme Committee Phil, Helene, David, Glynis, Vianne, Stephen, Shannon, Deborah, Alaina | Ongoing |
| Visit Halifax to develop local Committee | Done |
| Visit Halifax Congress Site | - done |
| Prepare first announcement - Singapore | Done |
| Decide on overall theme – A World of Potential | Done |
| Agree on preliminary budget | To be done at March 2010 meeting |
| Update on website and newsletter – Stephen to send pdf to Helene | Done |

2010

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| Prepare sponsorship lists and requests | throughout 2010 |
| Jean Vanier or Michaelle Jean – asked to be patron of conference | Not done |
| RFP sent out for registration services | Not done |
| Decide outline programme (symposia, poster sessions, plenaries) | Not done |
| Update budget | Done for March meeting |
| Visit to Ottawa – CIDA, HRSDC, Health Canada for sponsorship of scholarships etc. | Summer 2010 |
| Advertising AAMR IASSID IASSID membership | March May June |
| Check in with LOC | June |

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| Newsletter update | September |
| Decide Plenary speakers and invite them. | September – December 2010 |
| Confirm IASSID fellowship/scholarship arrangements | November |
| Draft announcement/call for papers & confirm with programme committee & executive, Visit Halifax Congress Site | November |
| Mail out final announcement (deadline for submissions 30 th June 2011) | December |
| Check in with LOC | December |

2011

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| Callout to symposia organizers (SIRGS, Scientific Advisory Board etc?) to develop symposia | January |
| Send out and follow up on sponsorship requests | throughout 2011 |
| Organize scientific advisory board | January |
| Send out sponsorship requests | Throughout 2011 |
| Work with Destination Halifax to plan social tours and study tours? | |
| Invite Plenary speakers | January |
| Up-date budget | January |
| Advertising Journals: BJLD, JIDR, JARID, AJMR, MR, JIDD, JPP AAMR IASSID IASSID membership ASSID | January January March April |
| Negotiate with Blackwell's regarding Abstract book | April |
| Call for papers, with accommodation, registration information, costs etc. – opens April 2011 and ends October 2011 | March |

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| Website up-date | |
| Announcement of plenary speakers | April |
| Invite submissions | April |
| Announce social programme and study tours | April |
| Invite applications for scholarships etc | April |
| Invite nominations for awards | April |
| Visit Halifax Congress Site | April |
| Booking form with registration/accommodation details | July |
| Check in with LOC | June |
| Newsletter up-date | July |
| Abstracts due | September |
| Confirm conference sponsorship | October |
| Cutoff date for abstracts received | September |
| Program committee to peer-review abstracts | October |
| Organize meeting in Regina to peer-review abstracts? | October/November |
| Confirm congress patronage | November |
| Set program and edit abstracts | November-December |
| Programme committee review abstracts | November |
| Allocate fellowships/scholarships | November |
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| Check plenary abstracts in | November |
| Notify presenters re: acceptance | December |
| Finalize abstract book | December 2011 – January 2012 |
| Check in with LOC | December |

2012

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| Edit abstracts | January |
| Send main abstracts to Blackwell's | End of January |

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| Report to programme committee & adjust themes, programme, budget, etc as necessary | March |
| Final draft booking form with abstract form, accommodations & registration details | March |
| Check presenters registered | April |
| Produce Programme book | April |
| Web-site up-date leading up to conference | January April |