

Deadlines for Short Courses

13 April

- 1.) Application due to AMS. AMS will forward on to the BCPD (Board of Continuing Professional Development) for review.

27 May

- 1.) BCPD approval, rejection, or comments on short course applications due back to AMS. AMS to pass form on to course organizers along with Deadlines, AV and Room Set-Up Requirement forms, and an example short course program and announcement to use as a template.

10 June

- 1.) Short Course Announcement due to AMS
- 2.) Revisions and additions to the original application due to AMS (firm up details and changes based on the BCPD's comments).
 - a.) Decision on whether or not a luncheon will be included due to AMS for setting of course registration rates.
 - b.) Decision on course A/V, computer and internet needs due to AMS for setting of course registration rates.
 - c.) Sponsorship (if any) to be secured by this date for setting of registration rates.
- 3.) Preliminary outline of short course program to be provided to the AMS for posting on the website. (Be sure to include the titles of each session, clearly defined times, and the instructor's full names and affiliations including organization, city and state.)

Mid-August

- 1) Registration goes live

12 October

- 1.) Final outline of short course program due for posting on the AMS website and for distribution at the meeting.
- 2.) Final plans on course materials due to AMS for coordination of printing and distribution.

1 December

- 1.) Room Set-Up Requirements due to AMS.
- 2.) Goal date for phone call between AMS and course organizer to go over plans and firm-up details (if needed).
- 3.) Deadline for providing course hand-out materials to AMS for reproduction. Materials should be in complete form when they arrive at AMS (copyright permissions granted, everything assembled (or noted in detail) exactly as they should be copied etc.).
- 4.) If an Organizer/Instructor e-mail is to be sent to all registered students at this time, send text to Ricky with a request to send. (This can be done any time pre- or post- course.)
- 5.) Student registration lists (names, affiliations, city/state/country only) can be requested at any time (e-mail request to Ricky).
- 6.) Course registration is reviewed. The course must have a minimum of 10 students to run.

Day before the course

- 1.) Short course organizer to meet Ricky Sidla between the hours of 9:00am-4:00pm to inspect the short course room for set-up and check any equipment.

DAY OF COURSE

- 1.) Instructors to pass out course materials to students at the start of the course.
- 2.) Please find an AMS staff person to have your classroom doors locked during lunch so students can leave their things (at own risk).
- 3.) All students are asked to sign the Sign-In Sheet each day of the course. (Give back to Sotiria at the end of the day.)
- 4.) At the conclusion of the course, please pass out the certificates of completion (provided by Ricky) in exchange for completed surveys. (Give back to Ricky at the end of the day.)
- 5.) One pre-designated representative of the AMS BCPD may sit-in on part or all of a course.

Post Course

- 1.) Ricky will scan the sign-in sheet and all evaluations and will provide a PDF copy to the primary course Organizer. Copies will also go to the BCPD for records and consideration of future courses.