

President's Calendar of Planning Events
American Meteorological Society's
Annual Meeting
Updated January 31, 2012

1. Presidential election results – December (T-25 months) - AMS staff
2. Proposed meeting theme drafted – January (T-24 months) – president elect
 - a. President-elect asked for initial thoughts on what a theme might be. If prepared to do so, he/she discusses it with the Council and at his/her introduction to the STAC (generally at their working lunch and also the all-day STAC meeting).
3. Presentation of meeting theme presented to AMOC – January (T-24 months) – president elect
 - a. Very high level concept discussion by President-elect with AMOC initial feedback. All should agree this is early and rough.
4. Annual meeting organizing committee identified – April (T-21 months) – president elect
 - a. If necessary, President-elect asks for advice/recommendations from AMOC Chair, AMS senior staff, and others.
 - b. When choosing the chairs/committee, consider a local person to help organize a local committee to include broadcasters, NWS representatives and if applicable university faculty.
5. E-mail sent to STAC Chairs asking for feedback on theme. April (T-21 months) –STAC Commissioner
6. E-mail sent to STAC Chairs asking for level of participation (full conference, special one-day symposium, joint sessions, etc.) with the meeting– June (T-19 months) –AMS Staff
7. First meeting of organizing committee, roles identified – July (T-18 months) – president elect
8. Presentation of meeting theme to Council – September (T-16 months) – president elect
9. E-mail participating committees for their Call for Papers October (T-15 months) – AMS Staff
10. Preparations for meeting with conference committees at Annual meeting – October – December (T-15 thru 12 months) – Program chair(s)
 - a. Talking points or briefing prepared to help Committees understand theme joint sessions and the annual meeting theme selected by the President.
11. Work with the host community and determine if there are possible service programs the AMS can perform before, during, or after the annual meeting. (T-15 thru 12 months) – program committee member
(For the 2012 Meeting, we started this 8 months out and we were not able to find a group to work with where we could have things in place soon enough. We suggest moving the timeline for this project up in the process.)
12. Planning progress report to STAC, AMOC, and Conferences chairs at annual meeting – January (T-12 months) – president elect and/or program committee member
13. AMS Staff site visit with the option of AMS President to travel (note that most do not participate and that the expense is not in the budget.)

14. First conference call with Conference chairs on planning progress – March (T-10 months) – AMS Staff
Agenda: (example taken from 2012 planning committee activity)
 - a. Opening Remarks (president / Program chair(s))
 - i. Introduce the planning committee members and concepts for the meeting.
 - ii. President briefs Presidential Forum plans, naming targeted keynote speakers.
 - b. Session Planning – See Common Times file (including timing for the Presidential Forum / formal poster viewings and Special Symposia), Precise Timing of Papers, and Breaks (Program chair(s)(s) / Gorski)
 - c. Presidential Forum: (president)
 - d. Joint Sessions (including candidate sub-theme joint sessions) – See Themed Joint Session Grid and Program chair(s) Contracts Grid: (Program chair(s)(s) / Gorski)
 - e. Conference Funding – see Funding Request Form (Gorski)
 - f. Exhibit Program / Poster Sessions (Gorski)
 - g. On-line Submission of Abstracts/Extended Manuscript and On-line Program Development – See Annual Meeting Deadlines (Gorski)
 - h. Publicity and Media Relations (Gorski / Ziemnik)
 - i. Other items and questions (Program chair(s))
 - j. Closing Remarks (Program chair(s) / president)
15. Call for proposed theme joint sessions and Conferences interested in partnering (T-9 months) – Program chair(s)
 - a. E-mail call to all conferences asking them if they are interested in participating in a theme joint session. This best accomplished by individual e-mails as opposed to a group mailing.
 - b. Created spreadsheet giving the title of the theme joint session, the lead conference, the lead conference focal point(s), the partnering conference, and the partnering focal point(s). This was based on responses from the Conferences.
 - c. Asked each theme joint session lead to complete a one page template which defined the proposed theme joint session.
16. Doodle Poll Request. Claudia sends out a request asking the Conferences if there is a themed joint session that is relevant to their conference and if they would like to have the joint session be included as part of their program. (T-8 months)- AMS Staff
17. Identify linkages between the annual meeting theme and the Weather fest. (T-8 months)- Program committee member
18. Draft and mail invitation letter to Operational Services inviting them to speak to the meeting them. (T-8 months) – president elect with assistance of Program chair(s)
 - a. Identify the host Conference for this session.
 - b. Create and mail the letter.
 - c. Identify a moderator for the session.
19. Draft and mail invitation letters to Presidential Forum keynote speakers and other major VIP speakers. (T-7 months – or sooner, if possible) – president elect

20. Decide if President and Program committee would like to invite heads of agencies such as NOAA, NASA, EPA to give invited or key note talks outside the Presidential forum and the Agency update sessions. If it is decided to do this, contact the staff of these agencies for presentation topics (e.g. Weather Ready Nation). Once an agreement is reached on the topic, contact an appropriate AMS conference and ask them if they would be willing to sponsor or included the administrator talk as part of their session. This can then be scheduled to fit in with the Conference's regularly scheduled sessions when the program is put together in August. (T-7/8) – Program chair(s)
21. Put together some text to highlight the Themed Joint Sessions. This summary along with a list of the theme joint sessions is included in BAMS (time permitting) and on the AMS web site. (T-7 months). – Program chair(s)
22. Provide a summary of the Presidential Forum for the BAMS and web site. (T-7) – president elect with assistance from the program committee and/or chair(s)
23. Schedule time at the annual meeting for “meet the president.” (T-7) – AMS staff
24. Update on 2012 Annual Meeting Plans for AMOC chair report. (T-7) – Program chair(s)
25. Call to theme joint session leads requesting preferred session times for their theme joint sessions. (T-7)- AMS Staff
26. President's and general organizers conference call to review planning progress and review action times. Review proposed agenda for August full conference call agenda. (T-6) – president elect
27. Plan an all Conferences conference call in August using the following agenda (T-6) – AMS Staff
28. Agenda: (example taken from 2012 planning committee activity)
 - Opening Remarks (Program chair(s)(s)/ president)
 - Themed Joint Session Planning (Program chair(s)(s) / Gorski)
 - Update from Chairpersons on their Joint Sessions
 - Presidential Forum: (president)
 - On-line Submission of Abstracts/Extended Manuscript and On-line
 - Program Development (Gorski)
 - Newsworthy abstracts (Gorski)
 - Other items and questions (Program chair(s)persons)
 - Closing Remarks (Program chair(s) / president)
29. Promote the themed joint sessions (T-6) (mid July) – AMS staff
 - a. Post a page on our Annual Meeting Web site (with a link to the theme joint session write-ups.)
 - b. Send a marketing message promoting the approaching 1 August deadline and highlight the themed joint sessions with a link to the Web page. (Work with AMS Staff on monthly marketing messages leading up to the Annual Meeting.)
 - c. Cover the theme joint sessions in the blog post.
30. Put together the theme joint session meeting times and coordinate with the session leads. Make this spreadsheet/matrix available to the conference chairs for their planning once all of the abstracts are in on August 1. (T-6) (late July) – AMS Staff
31. Conferences assemble the sessions (T-5) (August) – all conferences
32. Assemble material for November issue of the Bulletin Issue (T-6) (mid-July) – Program chair(s) and AMS Staff

33. President's program committee review the entire program (T-4) (mid-September) – Program chair(s) and committee
34. Program chair(s) draft the Foreword for the Program using key events, symposiums, and conference sessions. (T-3) (mid October) – Program chair(s)
35. Work with local WeatherFest Organizing Committee regarding the option of the AMS President to do a media tour on the Friday prior to the Annual Meeting. (November T-2 months) – AMS Staff
36. Final Conference Call with all Program chair(s) persons (November T-2 months)
Agenda (example taken from 2012 planning committee activity) – AMS Staff
 - Opening Remarks (president/Program chair(s)(s))
 - Convention Center / Facilities / Room Assignments / Size (Huntington)
 - Plan for no-shows on-site (Gorski)
 - Town Hall Meetings (Gorski)
 - Formal Poster Viewings (Ives)
 - Audio/Visual and Speaker Ready Room (Huntington)
 - Housing (Campbell)
 - Transportation (Campbell)
 - Status of Annual Meeting Registration (Peguero)
 - Status of Exhibit Program (Rosen)
 - Short Course Update (Campbell)
 - AMS Blog (Ziemnik)
 - Presidential Forum (President)
 - Weatherfest / Featured Speakers / Publicity and Media Relations (Gorski)
 - Food & Beverage, Committee Meetings / Hotels and Convention Center (Annese)
 - Closing Remarks (president/Program chair(s))
37. Final Program goes to press in mid-November (T-2 months) -AMS Staff
38. If Media Tour is planned, AMS President to arrive on Thursday prior to the Annual for a Friday media tour to promote WeatherFest.