

Deadlines for 104 Annual Short Courses

1-Mar-23

- 1.) Open application submission system

7-June-23

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

1-July-23

- 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.

1-Jul-23

- 1.) Meetings staff schedule calls to discuss registration rates, possibly hybrid options, and onsite logistics such as A/V, room setup, & food & beverage.

1-Aug-23

- 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 a luncheon will be included due to AMS for setting of course registration rates.
 - b.) Decision on room set-up, A/V, computer, internet, and electrical (if power needed at each station) due to AMS for setting of course registration rates.
 - c.) Decision on whether course will be offered as hybrid (in-person and virtual instructors and/or students) due to AMS.
 - d.) Sponsorship (if any) to be secured by this date for setting of registration rates.
 - e.) Decision on whether AMS will need to reproduce any course handouts or if they will be in digital format.
- 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.)

Early Oct

- 1) Registration goes live

3-Oct-23

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

1-Dec-23

- 1.) Goal date for phone call between AMS and course organizer to go over plans and firm-up details (if needed).
- 2.) Deadline for providing course hand-out materials to AMS for reproduction if requested previously. 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.).
- 3.) If an Organizer/Instructor e-mail is to be sent to all registered students at this time, send text to Meetings staff with a request to send. Please indicate if email should be sent pre or post meeting.

- 4.) Student registration lists (names, affiliations, city/state/country only) can be requested at any time (e-mail request to Meetings staff).
- 5.) 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 Meetings staff to inspect the short course room for set-up and check any equipment. Meetings staff will schedule appointments with short course organizers/instructors.

DAY OF COURSE

- 1.) Instructors to pass out course materials to students at the start of the course. 2.) All students are asked to sign the Sign-In Sheet each day of the course. (Give back to Meetings staff at the end of the day.)
- 3.) At the conclusion of the course, please pass out the certificates of completion (provided by Meetings staff) in exchange for completed surveys. (Give back to Meetings staff at the end of the day.)
- 4.) One pre-designated representative of the AMS BCPD may sit-in on part or all of a course.

Post Course

- 1.) Meetings staff will email a survey, certificate, and recording of the course to registered attendees. Career Development staff sends survey results to organizers and BCPD.