



Association of American Law Schools

Deadlines for Section Chairs and Co-Chairs

- I. Submit by March 13, 2015
Preliminary Program Form
- II. Submit by April 24, 2015
Final Program Information
- III. Submit by September 28, 2015
Names of Presenter(s) selected from Call for Papers; and Presenters and Commentators for Works-in-Progress
- IV. Submit by January 15, 2016
 1. Post-Annual Meeting Report
 2. Names of Section Officers for 2016

Recommended Times for Other Section Activities

- I. Spring
 - Best time for sending out Call for Papers and/or Works-in-Progress requests.
 - Electronic newsletter and materials.
- II. Fall
 - Submit names of selected presenters and commentators from Call for Papers and/or Works-in-Progress by September 28, 2015.
 - Send out announcements to Section listservs, other listservs and blogs about your Section program(s).
 - Schedule conference call with speakers in preparation for Section program.
 - Identify and encourage nominees for Sections officers and Executive Committee.
 - Electronic newsletter.
 - If the Section chooses, hold a virtual business meeting via email to elect Section officers and Executive Committee for coming year.
 - Chair-elect begins planning for the next Annual Meeting program.