

## Appendix B

# DEADLINES FOR SECTION CHAIRS AND CO-CHAIRS

- I. **Submit Preliminary Program and Travel Reimbursement Request by March 22, 2019**
  - Please use the Preliminary Program online submission form to request time slots at the 2020 Annual Meeting (including optional programs directed at new law teachers). If your Section is holding a Joint or Co-Sponsored program, a Call for Papers, or publishing in an academic law journal, indicate that you are doing so via the form. If you are planning to invite a non-law school speaker and requesting travel reimbursement funding, inform us via the form.
- II. **Submit Final Program by June 14, 2019**
  - Please use the Final Program Information online submission form to submit your moderator, speakers, and program description.
- III. **Submit Names of Presenters by September 27, 2019**
  - Provide names of presenter(s) selected from Call for Papers; and presenters and commentators for Works-in-Progress
- IV. **Submit Names of Section Officers by January 10, 2020**
  - Online form provided in December

## Recommended Times for Other Section Activities

- I. **Spring**
  - Best time for sending out Calls for Papers and/or Works-in-Progress requests.
  - Electronic newsletter.
- II. **Fall**
  - Submit names of selected presenters and commentators from Calls for Papers and/or Works-in-Progress by September 27, 2019.
  - 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 Section officers and Executive Committee.
  - Electronic newsletter.
  - Use email or the Section listserv to elect Section officers and Executive Committee for the coming year.