

	January	February	March	April	May	June
Week Number 1		The Annual Meeting/Winter Technical Session is held in February.				
Week Number 2	Ensure that all progress reports are received. January 5 is the due date.					
Week Number 3	Progress Rpt on web site and announced with an e-mail message.					
Week Number 4	Finalize the agenda (distribute talks evenly throughout). Send the agenda to all participants.					

	July	August	September	October	November	December
Week Number 1	<p>A call for papers will be announced via an-email message. This msg will also be sent to the NC-213 Listserv. With the email, there will be the latest Program Agenda.</p> <p>In the message, state that any research within the scope of the objectives may be in the Program and Annual Report of Progress. The Program Agenda will include Presentations given by recipients of The Andersons Research Award programs (regular and if applicable Team Competition). Ask for September 1 deadline.</p>	<p>A hard copy of the Program Agenda will be distributed to all NC-213 participants. This will be done so that NC-213 participants can share the Preliminary Program Agenda with partners from Industry.</p> <p><u>Executive Committee approves the Agenda with current chair taking the lead.</u></p>	<p>September 1 is the deadline for papers. The Papers will be compiled and the Program Agenda will be revised.</p> <p>Get input from entire Executive Committee.</p>	<p>Have the Program Agenda out by October 15.</p> <p>Send e-mail asking for Progress Reports—due January. Encourage individuals who will be giving presentations to submit their work for the Annual Report of Progress—this way individuals attending the Annual Meeting can follow along and have the report for future as a reference.</p> <p>Distribute draft of Annual progress report to co-chairs.</p>	<p>Send draft of Annual progress report to co-chairs..</p>	<p>Send draft of Annual progress report to co-chairs.</p> <p>Message to Past-Chair to begin the process to gather nominations for The Andersons Research Award.</p>
Week Number 2				Send draft of Annual progress report to co-chairs.	Send draft of Annual progress report to co-chairs.	Send draft of Annual progress report to co-chairs.
Week Number 3				Send draft of Annual progress report to co-chairs.	Send draft of Annual progress report to co-chairs. NIMSS “Authorization Memorandum for Meeting”.	Send draft of Annual progress report to co-chairs.
Week Number 4				Send draft of Annual progress report to co-chairs.	Send draft of Annual progress report to co-chairs.	Send draft of Annual progress report to co-chairs.