

## North Pacific Surgical Association

# Important Dates 2020

*Revised 10-15-20*

### October

- Annual Meeting Committee Zoom call TBD
- October 23 – Program materials due to ACS for CME credit approval
- Set agenda for November council meeting
- Pay association liability insurance
- Hold training session for presenters, speakers, e-poster presenters Oct 15
- Hold review session for moderators (TBD)
- Contact the Nines Hotel, check in with them

### November

- Council meeting, Nov 2, 6:00 pm PST
- November 6-7, NPSA Annual Meeting Virtual
- Manuscripts due Nov 8
- November 11 - \$6,200 second deposit due for The Nines Hotel
- Pay for AV services (Chris Sherman and Heather Roderick)

### December

- Finalize all arrangements for 2021 annual meeting, check deposit schedule
- December 5 – Due date for CME Claim form, ACS
- Member list due to Elsevier for *American Journal of Surgery*, 2021

### January, 2021

- Send post meeting survey for CME
- Send letter and member invoice to newly voted in members (at 2020 meeting)
- Send industry support letter and registration forms for 2021 meeting Portland
- Update website with all 2021 meeting information
- Send welcome letter to new NPSA member (voted in Nov, 2020)
- Set dates for annual meeting committee Zoom calls
- Determine key dates for remaining deposits, etc. with the Nines Hotel
- Set dates for council meetings in 2021

### February, 2021

- Process CME post meeting surveys

### March, 2021

- Turn in final CME report for 2020 Annual Meeting to ACS
- Email newsletter
- Begin selection for 2023 annual meeting location, Vancouver BC
- Set up online account with ACS for CME application

## **April, 2021**

- Finalize criteria for call for abstracts
- Annual Meeting Committee teleconference, Date TBD
- Begin filling out CME application

## **May, 2021**

- Send Call for Abstracts (emails about every 10 days)
- File NPSA State Incorporation documents with the State of Washington

## **June, 2021**

- June 30, 2021 – Due date for abstracts
- Set up and test registration for annual meeting

## **July, 2021**

- Make abstract selections, hold committee meeting via Zoom
- Send abstract selections and regrets email
- Caucus meetings to be held in July and August
- Launch annual meeting registration link
- Send member dues notices
- Annual Meeting Committee teleconference, Date TBD

## **August 2021**

- August 1 – Turn in complete CME application to ACS
- Finalize annual meeting agenda, moderators, invited speakers, presenters and closers
- Build out registration for annual meeting, test and send announcement
- Maintain website information for speakers, e-posters
- Hold local caucus Zoom meetings
- Subscribe to Whova app
- Set council meeting date

## **September 2021**

- Send NPSA e-newsletter, announce bylaws proposal, meeting reg, Whova app, meeting details, etc.
- Build out Whova app
- Set meeting with Chris Sherman and Heather Roderick (AV for virtual meeting)
- Finalize industry support, exhibitors and grants
- Caucuses to send in new member prospects
- Council Teleconference, Full Agenda, Date TBD
- Determine discussant assignments
- Set up Zoom meeting for annual meeting Nov 6-7
- Publish Whova app, send download instructions to all attendees
- Annual meeting committee Zoom call TBD