

North Pacific Surgical Association

Important Dates 2020

Revised 3-19-2020

January

- January 8 – Send post meeting survey for CME
- Prepare bylaws changes, draft language
- Send letter and member invoice to newly voted in members (at 2019 meeting)
- Send industry support letter and registration forms
- Update website with all 2020 meeting information
- Send welcome letter to new NPSA member (voted in Nov, 2019)
- January 31, 16:00 - council meeting teleconference

February

- February 18, 14:00 – council meeting teleconference
- Process CME post meeting surveys

March

- March 8 - Turn in final CME report for 2019 Annual Meeting to ACS
- March 18 – Email newsletter
- Begin selection for 2022 annual meeting location, Tacoma, WA, review proposal from Hotel Murano
- Set up online account with ACS for CME application
- March 30 - Council call to review bylaws change proposal

April

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

May

- May 1, 2020 – Send Call for Abstracts
- File NPSA State Incorporation documents with the State of Washington

June

- June 30, 2020 – Due date for abstracts

July

- July 15, 2020 – Make abstract selections
- 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

- August 1 – Turn in complete CME application to ACS
- Finalize annual meeting agenda, moderators, invited speakers, presenters and closers
- Send information about poster session

September

- September 7 - \$6,750 deposit due to Fairmont Olympic Hotel
- Finalize industry support, exhibitors and grants
- Caucuses to send in new member prospects
- Council Teleconference, Full Agenda, Date TBD

October

- October 6 – Last day to book hotel rooms on room block
- October 6 - \$6,750 deposit due to Fairmont Olympic Hotel
- October 6 - Due date to reduce hotel room block up to 20%
- October 8 final menu due to Seattle Art Museum (TASTE at SAM)
- Annual Meeting Committee teleconference, Date TBD
- October 16, 2020 - \$2,250, 50% estimate due to Seattle Art Museum (paid \$2,250 Nov 2019)
- October 23 – Program materials due to ACS for CME credit approval
- October 23 – Headcount and pre-event payment due, Seattle Art Museum (Leslie Engel, Peggy Behnken, TASTE at SAM)
- Review all event orders, audio visual arrangements
- Finalize all discussant assignments
- Send insurance certificates to Fairmont Olympic and Seattle Art Museum (order from general liability insurance company, AON)

November

- November 2, 2020 - Final meal guarantees due to hotel and Art Museum caterer
- November 5-8, NPSA Annual Meeting Fairmont Olympic Hotel, Seattle
- November 11 - \$6,200 second deposit due for The Nines Hotel.
- Final payments to Fairmont Olympic, Art museum caterer, AV contractor due

December

- Finalize all arrangements for 2021 annual meeting, check deposit schedule
- December 5 – Due date for CME Claim form, ACS
- December 20, 2019 - Member list due to Elsevier for *American Journal of Surgery*, 2020