2019/2020 Program Management Deadlines

November 18 - December 15
Update the Call for Abstracts for 2020 meeting.

December 20
Call for Abstracts opens.

January 2 - February 10
*Call for Reviewers (updated 12/11/19)*

February 3-28
Revise online "review form" criterion.

February -20
Contributed abstract submission deadlines.

February 21-28
Assign abstracts to reviewers.

March 4
APHA to send out the email notification to contributed abstract reviewers.

March 5-31
Review contributed abstracts.

April 1-10
Indicate accept/reject/wait-listed status of all contributed abstracts.

April 13
Website opens for Invited/Solicited abstract submissions

April 13-20
Room reservation information submitted in Confex

April 27 – May 15
Sessions arranged online. All sessions must have the following:
  - Confirmed Session Title
  - Accepted Abstracts
  - Duration of each presentation

April 21-May 15
APHA to schedule all scientific sessions, business meetings and social hours according to submitted room request information.

May 1
Website closes to invited/solicited abstract submitters.

May 4
Assign invited abstracts to reviewers

May 5
Program planner to email reviewers of invited sessions with instructions and a link to review abstracts.

May 6-15
Review window for all invited abstracts/sessions.
May 4  New Room Request Forms Due (Collaborative, Saturday workshops, Poster, Roundtable, Business Meetings and social hours. *Space is limited and reserved on a first-come first-served basis.*)

May 20-27  Final review of program before acceptance emails go out and the Online Program opens

June 2  Email notification of abstract status sent by APHA to all presenting authors.

June 2  Online Annual Meeting Program opens at https://apha.confex.com/apha/2020/meetingapp.cgi

June 3-August 11  Call for moderators and moderator assignment for oral and roundtable sessions.

June 8  CME Session Review for Contributed Sessions

July 15  Official APHA acceptance letter for presenters available in the speakers’ corner.

August 7  Indicate accept/reject for all *wait-listed* abstracts.

August 12  Final Program Deadline. All sessions must be finalized for the printed program and must include the following information:

- Session Title
- Session overview and objectives for oral & roundtable sessions (optional - not a requirement for CME)
- Session Moderator named
- COI for oral & roundtable for presenters and moderators
- Duration of each presentation

August 12  End of program planners and session organizers access to website.

August 26  Non-member Invited Speaker one-day request forms due (See *Section VI for One-day Invited Speaker Form*)

August 26  Audio-visual Equipment Request Deadline

August 26  Program Planner Registration Deadline

October 21  Deadline to upload PPT presentation files for oral sessions in advance of the meeting

October 24-28  APHA 2020 Annual Meeting in San Francisco