Technical Section Annual Timeline-Members

Recurring critical dates and other annual expectations of TS Chairs:

* ATCE special session application deadline – approx. end of Jan
* Deadline for International Awards – 15 February
* Deadline for Regional Awards – 1 March
* Deadline for DL speaker nominations – 15 March
* ATCE special sessions selected – approx. end of March
* Annual Report and Financial Statements Submission – 1 June
* ATCE Committee Selection Completed - June
* Officer Position Nominations Due – 1 July
* ATCE special session speakers must be confirmed – approx. mid July
* Award Nominations open (regional and international) – 1 September
* ATCE - Sep-Oct
* ATCE Special Session Planning Begins for following year – Oct
* Membership Renewal Deadline – 31 December

Officer reelection time frames:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Conference/Month  for Officer Rotation | Define Positions to be Filled | Call for Nominations | Submit Nominations | Runoffs if needed |
|  |  |  |  |  |
| OTC/March | November | December | January | February |
| ATCE/October | June | July | August | September |