

# CPDWL Important Dates Calendar



## September 2008

- Distribute call for Bologna satellite
- CPDWL Newsletter content submissions due

## October 2008

- Publication of CPDWL newsletter
- Virtual meeting

## November 2008

- Deadline for Bologna satellite proposal submission – November 10
- Rating of proposals – November 10 – 15
- Deadline to submit acceptance / rejection letters and manuscript guidelines – November 30

## December 2008

- Authors of accepted proposals to confirm delivery of full papers by November 30 – December 3
- Deadline to receive proposals for Joint CPDWL / MLAS program – December 15

## January 2009

- Tentative table of contents of satellite proceedings to K.G. Saur – January 1
- Full papers for publication due for peer review – January 31
- Evaluation of proposals for CPDWL Program -- January
- Request to authors for deadline for full text of their papers for CPDWL Satellite meeting

## February 2009

- Standing Committee Annual Report due
- Successful applicants for CPDWL / MLAS will be notified by end of February
- Deadline for nomination submissions for Standing Committee
- Deadline for nomination submissions for Chair of the Five
- IFLA HQ contacts appointed chair if there is only one nomination for the Chair of the Five Divisions – February / March 2009
- Deadline for nomination submission for Chair of the Professional Committee
- Notification of authors of acceptance / rejection of proposals for CPDWL Program
- Request to authors for deadline for full text of their papers for CPDWL
- Call for proposals for poster session
- Peer review of satellite papers-for-publication – February 1 – 28
- Estimated pages, graphics to K.G. Saur – February 28

## **March 2009**

- IFLA HQ contacts appointed Standing Committee members if there are more nominees than vacancies- February / March 2009
- IFLA HQ contacts appointed Chair of the Professional Committee - February / March 2009
- CPDWL Newsletter content submissions due
- Deadline for returning Programme Enquiry Forms (O & W) to HQ with full details of CPDWL meeting program (speaker and titles of papers) and needed equipment
- Deadline for applications to hold satellite meetings for following year's conference
- Satellite paper peer review and editing continues

## **April 2009**

- If there are more nominees than vacancies, a ballot is sent to members for voting for Standing Committee members
- If there are more than two nominations are received for the Chair of the Five Divisions, a ballot is sent to members for voting
- If there are more than two nominations for the Chair of the Professional Committee, a ballot is sent to members for voting
- Publication of CPDWL Newsletter
- Deadline for full text papers for CPDWL Program - April 15
- Deadline for full text papers for CPDWL Satellite meeting - April 15
- Request translation of papers for CPDWL Satellite meeting - April 15
- Update information for K.G. Saur for satellite proceedings

## **May 2009**

- Early bird registration for conference - May 15
- Full papers for CDPWL / MLAS program due May 1
- Results of ballot for Chair of the Five Divisions announced - May/June 2008
- Results of ballot for Chair of the Professional Committee announced - May/June 2008
- Results of ballot for Standing Committee members announced - May/June 2008
- Request translation of papers for CPDWL Program - May 1

## **June 2009**

- Deadline to cancel conference registration - June 1
- Deadline to submit proceedings manuscript to K.G. Saur -- June 1
- Chair of Standing Committee ask for nominations from SC members for Section Officers- By June 15, 2009
- Chair of Standing Committee checks with current office holders to see if they wish to stand for the second term - By June 15, 2009
- Final deadline to submit papers for CPDWL Program to IFLA so that they will be available to all delegates - June 15

- Final deadline to submit papers to IFLA so that they will be available to all delegates for CPDWL Satellite meeting - June 15
- Proof copy from Saur to editors - June 30

## **July 2009**

- Chair of Standing Committee informs all voting members of the nomination that have been received for Section Officers - July 15, 2009
- Proof for satellite proceedings returned to Saur - July 7

## **August 2009**

- Proceedings of satellite meeting in print and delivered to Bologna venue - August 10
- Chair and Secretary elected for two year term at first Standing Committee meeting during IFLA conference - August 2010

## **September 2009**

- Section Treasurer prepares their *Financial Statement Form, Project Report Forms, Administrative Funds Report and Proposal for New Projects Forms*
- Deadline for new project proposals -
- CPDWL Newsletter content submission due

## **October 2009**

- Section Treasurer sends financial documents to Division Financial Officer by October 1
- Call for nomination of Standing Committee Members
- Call for nomination of Chair of the five Divisions for 2009 - 2011
- Call for nomination of Chair of the Professional Committee for 2009 - 2011
- Publication of CPDWL Newsletter
- Call for proposals for CPDWL Satellite meeting

## **November 2009**

- Division Financial Officer sends all financial reports to IFL HQ - November 1

## **December 2009**

- Call for proposals for CPDWL Program - December 15, 2008
- Evaluation of proposals for CPDWL Satellite meeting
- Notification of authors of acceptance / rejection of proposals for CPDWL Satellite meeting

Please contact Monica Ertel ([monicaertel@yahoo.com](mailto:monicaertel@yahoo.com)) with corrections or additions.