

Network Resource/Business Schedule

	2020	2018											
	Nov/Dec	January	February	March	April	May	June	July	August	September	October	November	December
InfoPAK (or see Webcasts)													
Sponsor and Network work on Topics													
Submit InfoPAK topic proposal to ACC for app/reject/revision													
Draft outline of InfoPAK and submit to ACC and Network for review by Network/ACC													
Prepare first draft and submit to ACC													
Network reviews first draft and provides comments													
Prepare final draft and submit to ACC editors													
ACC provides legal and professional editing													
Plan Promo QuickCounsel and/or Webcast (if specific deadlines are met by sponsor)													
Review final InfoPAK and provide edits, if any, to ACC													
Final publication edits made by ACC													
Legal Quick Hits (Monthly except October)													
Plan Topics for upcoming year													
Submit program description and bios to ACC													
Provide PowerPoint and form/policies to ACC													
Deliver Quickhit on Convergence Call													
Webcast (2 w/InfoPAK or 3 w/o InfoPAK)													
Network and Sponsor work on topics for upcoming year					Webcast 2					Webcast 3			
Submit Webcast Proposal	Webcast 1												
ACC approves/rejects/denies topic													
ACC schedules webcast													
Submit Presentation materials to ACC (bios, PPT, relevant sample forms/policies)			Webcast 1										
Panelists and Moderator attend webcast training							Webcast 2						Webcast 3
ACC will provide presentation website and invite link													(if no InfoPAK)
Day of Webcast Prep (sound check, last minute issues)													
Deliver Webcast													
Top 10 (Dates specific by Network)													
Network and Sponsor work on topics for upcoming year	All Networks												
Submit topic to ACC for app/reject/revise	LDM	ELL	Lit / Health	ILA	Energy / E&S	NTI / S&E	ITPeC / IP	FSC / SLD	RE / NPO	ISC	C&E	C&S	LDM
Provide draft to ACC with relevant forms/policies		LDM	ELL	Lit / Health	ILA	Energy / E&S	NTI / S&E	ITPeC / IP	FSC / SLD	RE / NPO	ISC	C&E	C&S
ACC edits and publishes													
QuickCounsel (Dates specific by Network)													
Network and Sponsor work on topics for upcoming year	All Networks												
Submit topic to ACC for app/reject/revise	LDM	ELL	Lit / Health	ILA	Energy / E&S	NTI / S&E	ITPeC / IP	FSC / SLD	RE / NPO	ISC	C&E	C&S	LDM
Provide draft to ACC with relevant forms/policies		LDM	ELL	Lit / Health	ILA	Energy / E&S	NTI / S&E	ITPeC / IP	FSC / SLD	RE / NPO	ISC	C&E	C&S
ACC edits and publishes													
Annual Conference													
Network Sponsor work on topic ideas													
Submit topic ideas	Due 1/8												
Select program organizers				Due 3/5									
Select panelists - submit bios/releases/AV needs					Due 5/1								
Panelists Conference Calls for program prep						Filty Forms/Bios Due 6/16							
Submit Materials (PPT, forms/policies) to ACC									Due 8/31				
Attend Attend Annual Meeting													
Monthly Calls and Network Business													
Council of Networks (1st Monday at 3pm ET)	Nov 4th / Dec 2nd	Jan 6th	Feb 3rd	Mar 3rd	Apr 7th	May 5th	Jun 2nd	Jul 7th	Aug 4th	Sep 1st	Oct 28th	Nov 3rd	Dec 1st
Executive Network Call (Optional)													
Network Business Meeting (See Monthly Schedule)													
AM Network Business Meeting Prep													
Network Awards Preparation and Submission						Review criteria & prepare	Submit		Succession Plan & Agenda				