

2023 Scientific Congress & Postgraduate Program Planning Timeline

May 2022

- Solicitation for Postgraduate courses, Symposia, and Interactive Session proposals emailed to **Program Contacts** of Affiliated Societies, Professional Groups (PGs), and Special Interest Groups (SIGs). **Proposals due August 1, 2022.**

August 2022 – September 2022

- **August 1, 2022 – Due date** for program content proposals for 2023 Scientific Congress & Postgraduate Program, submitted by group **Program Contacts** via online link (sent via email directly to Program Chairs). Instructions for what information is needed for proposals are online [here](#).
- Scientific Congress Program Planning Committee Chairs begin initial review of proposals.

October 2022

- 2023 Scientific Congress Planning Committee Chairs Meeting to confirm 2023 programming.
- **October 17-21, 2022** - 2022 Scientific Congress & Expo (Baltimore, MD) with on-demand PG courses.
- Emails sent to course registrants to claim CME credits by December 31, 2022.

November 2022 – January 2023

- Solicitation for Roundtable proposals sent to **Program Contacts** of Affiliated Societies, Professional Groups (PGs), and Special Interest Groups (SIGs). **Roundtable proposals are due January 9, 2023.**
- Full Program Planning Committee (*including* Affiliated Society & Professional Group **Program Contacts**) meets at least once to confirm initial review/feedback from Committee Chairs.
- Follow up with proposals submitted by Program Chairs, confirmation of speakers and suggested changes to proposals.
- Formal Invitations sent to designated 2023 Postgraduate, Plenary, Symposia, and Interactive Session speakers.
- **January 9, 2023** - Roundtable Proposals due, submitted by group **Program Contacts**.

February – March 2023

- 2022 Abstract Submitter and Disclosure Site Launches (mid-February)
- Solicitation for Oral Abstract Session Moderators sent to **Program Contacts** of Affiliated Societies, Professional Groups (PGs), and Special Interest Groups (SIGs). (February)
- Abstract reviewers will be solicited directly from members, so Program Contacts do not have to input them into the system. Group leaders are encouraged to ask their members to participate in abstract review & the Program Contact for each group is an abstract reviewer.
- ASRM CME Committee reviews course evaluations, monitor reports, and assessment results; follow-up letter sent to course chairs.
- **March 31, 2023** - Abstract Reviewers and Oral Abstract Session Moderators **due** from group **Program Contacts**

April - May 2023

- Deadline for 2023 Abstract and Video Submission – next to last Wednesday in April
- 2023 Abstract Review launches 1 week after submission closes– Abstract Reviewers (including **Program Contact**) begin grading abstracts (Abstract Review lasts 3 weeks)

June 2023

- 2023 Abstract acceptance/rejection notification emails sent to abstract authors.

October 2023

- **October 14-18, 2023** - 2023 Scientific Congress & Expo (New Orleans, LA)
- Emails sent to course registrants to claim CME credits by December 31, 2023.

****all dates subject to change as needed****