

RG Schedule of Tasks

- **March/April**
 - New chair assumes duties
 - Send in COI forms for all RG members
 - Discuss & select study/survey topic
 - Organize manuscript of completed study
 - Suggestions for next year Educational Course (April 15)
- **May**
 - Prepare and refine study proposal
 - Plan for RG participation in ABRF 2010 annual meeting. Must contact EB liaison and meeting organizers
- **June**
 - Proposal for project to EB for approval (June 1)
 - EB feedback within 2 weeks
- **July**
 - Select/prepare study materials and survey questions
 - Create survey infrastructure
 - Request presentation time at meeting
- **August**
 - Test and validate sample materials
 - Test survey infrastructure
- **September**
 - Launch study
- **October**
 - Collect and curate data
 - Divide work among RG members
 - Compiling data
 - Talk, Poster, Manuscript
- **November**
 - Submit abstracts for posters
 - Select speakers for presentation
- **December**
 - Renew your membership
 - Submit all expenses for reimbursement (Dec 31)
 - Select new chair and new members
- **January**
 - Analyze data from yearly study/survey
 - Forward list of new members to EB
- **February/March**
 - Prepare poster/presentations for meeting
 - Draft press release on RG study – (1 week prior to mtg)
 - Attend ABRF 2012 – Orlando, FL
 - New chair assumes duties after ABRF meeting