

WILL BE UPDATED SOON!

Important Dates for INFORMS Community Officers

Note: It may be helpful to develop a comprehensive annual schedule by combining this information with the dates and deadlines specific to your community.

DEADLINE		
January		
		Appoint a Cluster Chair for the 2025 INFORMS Annual Meeting and notify INFORMS.
		Began preparations for Analytics Conference activities (e.g., awards, breakfasts, meetings, or special events) and communicate with INFORMS.
		Begin preparations for the 2025 INFORMS Annual Meeting. Ensure that 2025 award and competition submission and judging timelines allow ample time to request plaques and certificates. Ensure that 2025 sponsorship deadlines allow ample time to acknowledge sponsors on signage and/or on the Annual Meeting application.
		Review 2024 financial statements for 2025 and planning.
February		
		Subdivisions Council Kick off meeting – Society, Section, Chapter, Student Chapter and FORA representatives to attend a planning retreat. (this is sometimes in January)
		Annual Meeting submissions site is live.
March		
		Make final preparations for the INFORMS Analytics Conference activities (e.g., established awards, breakfasts, meetings, or special events). Confirm logistics with INFORMS.
3/15/2024		Cluster Chairs invite Session Chairs for the INFORMS Annual Meeting.
April		
		INFORMS Analytics Conference April 14 - 16, 2024 in Orlando, FL.
		INFORMS outreach begins for 2024 INFORMS Annual Meeting activities. Begin planning for community awards, business meetings, receptions, and/or special events.
4/17/24		Cluster Chair deadline.
		Abstract deadline approaching (5/15/2024).
		Review monthly financial statement/fund balance.
May		
5/1/24		Session Chairs (deadline) invite Speakers to the INFORMS Annual Meeting.
5/15/2024		Abstract submission deadline.
		Continue planning for community awards, business meetings, receptions, and/or special events.
		INFORMS Annual Meeting presenter registration deadline approaching (6/29/2024)
		Begin preparations for the 2024 INFORMS Annual Meeting specific to potential food/beverage, a/v and award requests. Forms and informational emails will begin from INFORMS.
June		
		Submit 2025 community dues rates to INFORMS. An email reminder will be sent by INFORMS.
		Begin submitting Awards Request Forms and Event Specification Forms (food/beverage & a/v) for the 2024 INFORMS Annual Meeting. Deadline approaching (8/15/2024)
6/26/24		Poster submission deadline.
6/29/2024		INFORMS Annual Meeting registration deadline. All presenters must register and pay Annual Meeting registration fees by June 29, 2024 or the session will be removed from the program. One-day registration is not available.
July		
		Review monthly financial statement/fund balance. Plan for community award, meeting, and event expenses for the 2024 INFORMS Annual Meeting.
August		

8/1/24	Speaker registration deadline.
8/15/2024	Deadline to submit Event Speciation Forms (food/beverage, a/v) for business meetings, receptions and events at the 2024 INFORMS Annual Meeting. Requests received after the deadline may not be printed in the meeting Quick Reference Guide. Deadline to submit award request forms.
8/21/24	Abstract editing deadline.
8/31/24	Early registration deadline.
	Review monthly financial statement/fund balance.
September	
9/1/2024	AWARD DEADLINE - all orders for plaques and certificates need to be submitted. We cannot guarantee awards after this date. You must inform bwest@informs.org if you cannot make this deadline.
	Prepare for the new Officer nomination and election process in accordance with your community's bylaws and timeline. Contact INFORMS for assistance facilitating election.
October	
	RSVPS due for 2024 INFORMS Annual Meeting invites (Invitation only special events, New Member Breakfast, etc.) Look out for communication from INFORMS staff.
	FINAL preparations for the INFORMS Annual Meeting.
	INFORMS Annual Meeting October 20-23, 2024 in Seattle, WA.
November	
December	
	Complete your Community's 2024 Annual Report. An email will be sent with a link.
	Appoint a Cluster Chair for the 2025 INFORMS Annual Meeting and notify INFORMS.