

## Sample Brief Timeline for the Society for Hematopathology Slide Workshop

Date	Activity
	<ul style="list-style-type: none"> <li>• Send out brochure with optional pre-registration &amp; case submission form to SH &amp; EAHP members.</li> <li>• Send out notification to journals to list meeting date with address for inquiries.</li> <li>• Post registration and case submission forms on SH website.</li> </ul>
	Requested date for return of pre-registration (if used)
	Send out reminder about case submission (if used pre-registration).
	Deadline for case submission
	Send out cases to organizing committee (panel)
	Panel meeting to determine case selections
	<ul style="list-style-type: none"> <li>• Notification of all case acceptances, cases to be presented, etc.</li> <li>• Send out actual registration forms (if used pre-registration) including hotel information with deadline (late fee for later registrations, if desired.)</li> </ul>
	Deadline for receipt of slides from all accepted cases
	Deadline for registration (if desired)
	Send out complete slide sets with initial booklet of case histories, etc.
	Send note to remind re submission of diagnoses (optional)
	Deadline for submission of diagnoses (optional)
	Slide workshop
	<p>Prepare summary book (optional) with participants' diagnosis (if available), panelists' diagnosis (distribute if not done already) and optional handouts for session summaries/overviews and lectures</p> <ul style="list-style-type: none"> <li>• CD/DVD with images, case histories, additional handouts, panelist diagnoses, may also be distributed</li> <li>• Could be distributed at workshop.</li> </ul>

Revised: 6/12/12