Communications Timetable
June 27, 2023

The dates should be used to guide planning of and define timelines for the main programs of the CAP: Awards, Medals, Scholarships and Fellows; Lecture Tour; Congress; Prize Exams; and CAP Governance. The table also identifies the Board member responsible, and the staff member providing support.

Date	Communication	Responsible Board Member	Responsible Staff Member
May 1	call for nominations: High School Teacher Awards (deadline June 30)	PP	capmgr
Sept 1	call for nominations: lecture tour presenters (deadline Oct 15)	VPE	capmgr
Sept 15	call for nominations: CAP Medals and Fellows (deadline Dec 15)	PP	capmgr
Oct 1	announcement: CAP/CAPF High School Teacher Award winners	PP	capmgr
Oct 1	call for nominations: CAP/CAPF Scholarships (deadline Feb 1)	PP	capmgr
Nov 1	call for institutional selections of lecture tour presenters	VPE	capmgr
Nov 1	call for nominations: Board and Council (deadline Dec 15)	PP	capmgr
Nov 15	announcement of Professional Practice Exam to be held ~ Jan 15	DPA	capmgr
Dec 1	Congress: Call for Abstracts (deadline Feb 1)	VP	capmgr
Dec 15	announcement: Lecture tour dates	VPE	capmgr
Jan 15	announcement: University Prize Exam to be held ~ Mar 15	DSA	capmgr
Feb 1	call for new members of the CAP/NSERC Liaison Committee	DAA	capmgr
Feb 15	announcement: High School Prize Exam to be held ~ April 15	DSA	capmgr
Mar 1	announcement: Medal winners and Fellows	PP	capmgr
Apr 1	Congress: Call for Registration	VP	capmgr
Apr 1	announcement: CAP Scholarship winners	PP	capmgr
Apr 1	announcement: new members for the CAP/NSERC Liaison Committee	DAA	capmgr
Apr 15	announcement: AGM including slate of candidates for Board and Council, previous year financial statements	P	capmgr