

## CMG2004 Speaker Critical Dates Checklist

Date	Item	Completed
ASAP	Download and print a copy of the speaker kit.	
August 23 <sup>rd</sup>	Contact CMG HQ if you have not heard from your Editorial Review Board (ERB) member by this date.	
September 17 <sup>th</sup>	Final papers are due!	
	CMG <sup>®</sup> Author's Evaluation of Editor Form due!	
October 15 <sup>th</sup>	Early bird Registration deadline.	
October 22 <sup>nd</sup>	Handouts are due! See speaker kit for guidelines.	
	Notify CMG HQ if you have any ADA special needs.	
November 12 <sup>th</sup>	Email a copy of your presentation & bio to your session chair.	
November 22 <sup>nd</sup>	Speaker registrations due!	