

## Quarterly Expectations from Section Leaders

Quarter	Expectations from Section Leaders	Other Council Happenings/Timeline
<p>*Have completed prior to the July meeting.</p> <p style="text-align: center;"><b>Post DDW to August</b></p> <p>**Have completed by the end of the July meeting.</p>	<p><i>Post-DDW:</i></p> <ul style="list-style-type: none"> <li>• Hold virtual section meeting with councillors (post-DDW).</li> <li>• Prepare a post-DDW blurb that highlights the top three sessions your section sponsored.</li> <li>• Finalize councillor list for the 2021-2022 planning year.</li> </ul> <p><i>AGA Sessions at DDW:</i></p> <ul style="list-style-type: none"> <li>• *Prepare and submit invited speaker session programming (including suggestions for DDW ticketed and society combined sessions).</li> <li>• *Prepare and submit abstract descriptors and reviewers (including cross-sectional).</li> </ul> <p><i>AGA Council Summer Planning Meeting (End of July)</i></p> <ul style="list-style-type: none"> <li>• *Submit agenda items for the AGA Council Summer Planning Meeting.</li> <li>• Attend the AGA Council Summer Planning Meeting.</li> <li>• **Finalize all descriptors and reviewers for DDW 2022, including cross-sectional descriptors.</li> <li>• **Approve AGA's invited speaker programming for DDW .</li> <li>• **Schedule invited speaker sessions in the AGA Space Grid.</li> </ul> <p><i>Freston Conference:</i></p> <ul style="list-style-type: none"> <li>• **Vote to recommend and submit suggestions for the James W. Freston Single Topic Conference.</li> </ul> <p><i>Other Action Items:</i></p> <ul style="list-style-type: none"> <li>• Marketing: Submit section's top sessions/speakers to highlight and promote, and any outside organizations for non-member marketing.</li> </ul>	<ul style="list-style-type: none"> <li>• James W. Freston Single Topic Conference occurs</li> <li>• The Research Mentor Award (RMA) nominations site opens. Nominations close end of August.</li> <li>• Abstract reviewer invitations sent by AGA council staff (Mid-August).</li> </ul>
<p style="text-align: center;"><b>September-November</b></p>	<p><i>AGA Sessions at DDW:</i></p> <ul style="list-style-type: none"> <li>• Finalize invited speaker sessions (including space grid selections; note that invited speaker invitations will be sent by council staff mid-October).</li> <li>• Supply replacements for declined reviewers and/or invited speakers/moderators.</li> <li>• Address participant conflicts.</li> <li>• Select invited speaker sessions to co-sponsor.</li> </ul> <p><i>Research Mentor Award (RMA):</i></p> <ul style="list-style-type: none"> <li>• Choose RMA recipient (Recipient chosen by section leaders along with an AGA Research Policy Committee representative).</li> </ul>	<ul style="list-style-type: none"> <li>• Abstract submission site opens in mid-October.</li> <li>• The council section election nominations site opens and closes.</li> <li>• Moderator and invited speaker invitations sent by staff in October.</li> </ul>

Quarter	Expectations from Section Leaders	Other Council Happenings/Timeline
<p>*Have completed prior to the January meeting.</p> <p><b>December-February</b></p> <p>**Have completed by the end of the January meeting.</p>	<p><i>AGA Sessions at DDW:</i></p> <ul style="list-style-type: none"> <li>Review abstract score reports and abstracts of note recommendations (will be sent for abstract-based programming in late December).</li> <li>*Plan cross-sectional research fora. (Lead section collaborates with other involved sections).</li> <li>*Submit abstracts for plenary sessions; leaders on subcommittees will need to participate on calls to select abstracts.</li> <li>*Submit abstract-based programming, between early to mid-January (for oral and poster sessions, including posters of distinction).</li> <li>*Determine which session will feature RMA crystal presentation to recipient.</li> </ul> <p><i>AGA Council Winter Planning Meeting (End of January)</i></p> <ul style="list-style-type: none"> <li>*Submit agenda items for the AGA Winter Council Meeting.</li> <li>Attend the AGA Council Winter Meeting.</li> <li>**Review and finalize abstract-based sessions (research fora and poster session).</li> <li>**Schedule abstract-based sessions and evaluate space grid for all four days of DDW.</li> </ul> <p><i>Other Action Items:</i></p> <ul style="list-style-type: none"> <li>If required: <ul style="list-style-type: none"> <li>Participate in late-breaking abstract committee abstract selection call.</li> <li>Participate in review process and call for DDW Basic Science Travel Awards.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Abstract submission site closes the first week of December.</li> <li>Abstract review period begins and closes in December.</li> <li>RMA recipients and unsuccessful nominators are notified.</li> <li>Abstract notifications are sent by staff mid-February.</li> </ul>
<p><b>March-DDW</b></p>	<p><i>Pre-DDW Action Items:</i></p> <ul style="list-style-type: none"> <li>Submit CMGH section highlights information.</li> <li>Submit section's top "must-see" sessions.</li> <li>Submit section meeting date preference.</li> <li>Finalize section meeting attendee list.</li> <li>Address any last-minute program changes (e.g. moderator/speaker replacements).</li> </ul> <p><i>Digestive Disease Week® (DDW)</i></p> <ul style="list-style-type: none"> <li>Attend DDW and section's sessions.</li> </ul>	<ul style="list-style-type: none"> <li>The council section elections site opens and closes (results are announced).</li> </ul>