



International Federation of
Library Associations and Institutions

Dates and Deadlines for IFLA Officers 2009-2010

September 2009

- IFLA/HQ distributes financial management document + project proposal form + project report form

October 2009

- Treasurers submit financial reports 2009 to Division Chairs
- Officers submit PC project proposals 2010 and project reports 2009 to IFLA/HQ and Division Chairs

November 2009

- IFLA/HQ and Division Chairs process Section's project proposals
- Sections submit their Strategic Plans 2010-2011

December 2009

- Meeting Professional Committee

January 2010

[Start of the new financial year.]

- IFLA/HQ distributes forms to Officers: Satellite Meeting Enquiry Form for the 2011 conference (San Juan) + 2nd part of the 'Programme Enquiry Forms' for final confirmation of plans for meetings at the 2010 conference (Gothenburg).
- Deadline for Sections ' Annual Reports at IFLA HQ

February 2010

- Deadline for applications to present poster sessions at the conference 2010 (Gothenburg)

March 2010

- Deadline for returning Programme Enquiry Forms to IFLA/HQ, to specify full details of meeting programmes (speakers and titles of papers) and equipment requested.
- Deadline for applications to hold satellite meetings at the 2011 conference.

Please check the forms for the actual deadlines, since these may vary slightly.

April 2010

- Meeting Professional Committee
- Section Officers should receive their group's conference papers from authors and send them for translation.

May 2010

- 15 Deadline for conference registration at a reduced fee.

June 2010

- 15 Deadline for receipt of all approved conference papers at IFLA/HQ, to make sure that they can be made available to all delegates

July 2010

- 1st Deadline for translations of forthcoming conference papers, to IFLA/HQ; deadline for processing all late-arriving papers. Papers received after this date will not be included on the "Conference papers" CD-ROM and will not be processed until after the conference and will not be available until 1 October via www.ifla.org.
- HQ finalizes the conference programme and distributes to the Organising Committee, Officers and all involved

October 2010

- IFLA/HQ distributes Calls for Nominations for President-elect 2011-2013, GB members 2011-2013, PC Chair 2011-2013, Division Chairs 2011-2013 and Standing Committee members 2011-2013.