



Dates and Deadlines for IFLA Officers 2011-2012

September 2011

- IFLA/HQ distributes financial management document + project proposal form + project report form
- IFLA/HQ distributes Form P, requesting information about your Professional Group's intentions for a session at the IFLA Congress in Helsinki in 2012

October 2011

- Treasurers submit financial reports 2011 to Division Chairs
- Officers submit PC project proposals 2012 and project reports 2011 to IFLA/HQ and Division Chairs

November 2011

- IFLA/HQ and Division Chairs process Section's project proposals
- Sections submit their Action Plans 2012-2013
- Deadline for return of Form P, Conference Programme Proposal (06 November)

December 2011

- Meeting Professional Committee (Monday 5 December)

January 2012

[Start of the new financial year.]

IFLA/HQ distributes forms to Officers: 2nd part of the 'Programme Enquiry Forms' for final confirmation of plans for meetings at the 2012 conference (Helsinki) + Forms for satellite meetings in August 2013
Deadline for Sections' Annual Reports at IFLA HQ

- IFLA Sections, SIG's, Core Activities send out Calls for papers for the Helsinki Congress

February 2012

- Deadline for applications to present poster sessions at the conference 2012 (Helsinki)

March 2012

- 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 2013 conference.

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

April 2012

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

May 2012

- 15 Deadline for conference registration at a reduced fee.

June 2012

- 01 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. We will still proceed to upload papers to the Congress Website, but we cannot guarantee that it is done before the congress.
- 01 Deadline for receipt of all approved conference papers at IFLA/HQ, to make sure that they can be made available to all delegates
- 15 Deadline for comments and updates to the Congress Programme before it is finalized for print (changes can still be sent and will be updated on the web-site)

August 2012

- Standing Committees meet in Helsinki