Symposia Timeline

JANUARY

- **January 17**: Application Deadline
- **January 24**: All Administrative Fees Due
- **January 24**: Last day to cancel, 30% cancellation fee applied
- Submit Registrant List Order Forms and (review all policies)
  - ACP review of invitations/mailers for all Symposia mailings (prior to printing – must submit with Registrant List order form)

FEBRUARY

- **February 2**: Symposia Information Forms due
- Education/Faculty assignments made for observation of each program

MARCH

- **March 21**: Last day to order pre-registrant list
- **March 21**: Housing deadline

APRIL

- **April 16-19**: American College of Physicians Internal Medicine Meeting 2024/Symposia Programs Held
- **Post Meeting:**
  - Symposia Survey distributed & collected
  - Enduring Material Notifications Sent to ACP. Refer to page 7 of ISS Guidelines for detailed information.
  - June 20: Last day to order post-registrant list order form (review all policies)
    - ACP review of invitations/mailers for all Symposia mailings (prior to printing – must submit with Registrant List order form)