

Symposia Timeline

JANUARY

- **January 15:** Application Deadline
- **January 22:** All Administrative Fees Due
- **January 22:** Last day to cancel, 30% cancellation fee applied
- **January 28:** Symposia Information Forms due

FEBRUARY

- **Submit orders for pre-registrant lists to send promotional mailers**
 - *ACP review of invitations/mailers for all Symposia mailings (prior to printing – must submit with Registrant List order form)*
- Education/Faculty assignments made for observation of each program

MARCH

- Enduring Material Notifications Sent to ACP ([refer to page 7 of ISS Guidelines for detailed information](#)).
- **March 6:** Last day to order pre-registrant list
- **March 6:** [Housing deadline](#)

APRIL

- **April 1-4:** American College of Physicians Internal Medicine Meeting 2025/Symposia Programs Held
- **Post Meeting:**
 - Symposia Survey distributed & collected
 - 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)*