

ADC 2020 TIMETABLE AND USEFUL INFORMATION

Please send all ADC enquiries to adc@sor.org; key dates and important notes are highlighted in red.

DETAILS AND DATES MAY BE SUBJECT TO CHANGE

Date	Item and Notes
2019	
Mon 18 Nov	Delegate Leads Briefing Day Society and College of Radiographers HQ, SE1 2EW. 10:30 – 15:00 Go To Meeting will be provided for attendees who can't travel to London.
Wed 20 Nov	Delegate Leads to confirm their contact details to adc@sor.org for use within the 'ADC 2020 invitation and request for draft motions' email template The SoR will circulate this email on behalf of DLs Full instructions around the submission of draft motions will be provided for DLs to reference
Mon 25 Nov	Circulation of 'ADC 2020 invitation and request for draft motions' email to all potential delegates via the SoR A full list of regional contacts will be pulled centrally and used to circulate each regional invitation email UK Council members will be contacted separately DLs will receive a template form OR online link to upload their list of delegates who wish to attend
2020	
Fri 10 Jan MIDNIGHT DEADLINE	<u>Draft motions can be submitted at the discretion of Regional Committees (RCs) and National Councils (NCs), for review and comment by the Delegates Conference Committee (DCC). DLs to submit draft motions via the Synapse submission form</u> This is a useful opportunity to have motions reviewed by DCC in advance of the final motions submission deadline in February
Mon 13 Jan By 10am	ALL DLs to submit <u>FINAL spreadsheet list of confirmed regional/country delegates</u> attending ADC DLs please note: further changes to regional delegate attendee lists will require approval from the SoR
Tue 14 Jan	Circulation of collated draft motions to DCC via Synapse, for consideration prior to DCC meeting
Thurs 16 Jan	Online delegate registration link will be circulated to all confirmed regional /country delegates SCoR Conference and Events Department (C&E) to circulate via online registration form email

Date	Item and Notes
Mon 20 Jan	<p>DCC meeting on 20 Jan; draft motions will be considered by all DCC members Any corrections/resubmission advice will be circulated to DLs by 22 Jan</p>
Wed 22 Jan	<p>DLs, RCs and NCs will be advised of draft motions outcomes Any corrections/resubmission advice will be circulated to DLs on 22 Jan</p>
Mon 27 Jan	<p>Email/Synapse reminder of the 'motions submissions form' closing date to any RCs and NCs yet to submit motions</p>
Mon 3 Feb by 10am	<p>Motions submission form closes. <u>All motions to be submitted by all regional DLs via the form by this date</u> <u>DLs please note: no further motions will be accepted after the submission date deadline unless they meet the criteria for emergency motions</u></p>
Tue 4 Feb	<p>DCC members sent all submitted motions for consideration at DCC meeting on 17 Feb</p>
Mon 10 Feb	<p>List of registered delegates (and those yet to register) to be circulated to all delegate leads FIRST Reminder email will be sent from C&E to all those delegates yet to register via the online form</p>
Mon 17 Feb	<p>DCC meeting; <u>all DCC members</u> to approve motions and propose motion composites</p>
Wed 19 Feb	<p>DLs, RCs and NCs will be advised of DCC motion decisions Information to be sent on behalf of the DCC. This will include notification of composite/grouped motions</p>
Mon 24 Feb	<p>Proposed composite motions to be sent to RCs and NCs via DLs Emails to be sent via DLs</p> <p>List of registered delegates (and those yet to register) to be circulated to all delegate leads FINAL reminder email will be sent from C&E to all those delegates yet to register via the online form</p>
Mon 9 Mar 10am	<p>Online delegate registration form closes</p>
Wed 11 Mar by 10am	<p>DLs to email adc@sor.org in response to any composite motions proposed by DCC This will confirm whether composites are accepted or rejected by RCs and NCs</p> <p>Follow up email will be sent from C&E to all those delegates who missed the online registration form deadline</p>
Mon 16 Mar	<p>Final date for online delegate registrations <u>No further delegate registrations will be accepted after this date</u> <u>Costs incurred due to cancellations after this date will be invoiced to RCs and NCs</u></p>

Date	Item and Notes
Mon 16 Mar	<p>Publication of preliminary ADC 2020 Motions Booklet and Agenda and call for amendments to motions Preliminary agenda will be posted on SoR website and circulated to DLs via Synapse group Call for motions amendments to be sent to DLs via Synapse</p>
Wed 18 Mar	<p>Finalised rooming list to be sent to hotel All delegates will be checked for up-to-date membership before being added to list</p>
Mon 23 Mar by 10am	<p>Submission of motion amendments to be made by <u>10am on 23 Mar 2020</u> DLs to email adc@sor.org with amendments</p> <p>Amendments confirmed to motions originators Emails to be sent to DLs</p>
Mon 30 Mar by 10am	<p>Confirmation of acceptance of motions amendments by <u>10am on 30 Mar 2020</u> DLs to email adc@sor.org, as required</p> <p>Final email to be circulated via the SoR to all conference attendees (to include full attendance and conference information) Correspondence template to include contact details for delegate leads and any relevant meeting information</p>
Thu 2 Apr	<p>Publication of the finalised ADC 2020 Agenda Final agenda published on SoR website and emailed to DLs via Synapse group</p> <p>Finalised agenda to be sent out via Synapse</p>
Mon 6 Apr by 10am	<p>Final date for the submission of questions on ADC 2019 Report This report contains information on the progress of ADC 2019 motion, and details any motions remitted to UK Council DLs to email questions to adc@sor.org, no later than 10am on Monday 4 April</p>
15:00 Sun 26 Apr	<p>Final date for the submission of emergency motions</p> <p><u>An emergency motion will deal only with urgent business, requiring a Conference decision, which has arisen since the final date for submission of motions to Conference</u></p> <p><u>DLs please note: emergency motions are to be submitted in electronic format and emailed to adc@sor.org. Any emergency motions arising after 3pm on Friday 24 April are to be brought to conference. These must be typed up and already formatted, so that photocopies can be made on-site at the venue.</u></p>
Sun 26 - Tue 28 Apr	<p>2020 Annual Delegate Conference</p>