



2023/2024 Annual Research Conference RIIG Symposia and Awards Timeline

Minneapolis, MN
February 28 - March 2, 2024

Category	Action Item	Due Date
RIIG Groupsite	Update Groupsite with newsletter, events, and member spotlight	All Year/Monthly
RIIG Symposia	Executive Office to email RIIG Chairs requesting intent to submit Guaranteed or Competitive Symposia, format (selected abstracts, invited presenters, or both), title, theme, and call for abstracts	5/3/2023
RIIG Symposia	RIIG Chairs review RIIG Handbook "Guaranteed Research Symposia" and "Competitive Research Symposia" sections	5/5/2023
RIIG Symposia	RIIG Chair finalizes Symposium Committee.	5/15/2023
RIIG Symposia	RIIG Chair deadline to finalize intent to submit Guaranteed or Competitive Symposium.	5/23/2023
RIIG Symposia	Call for Symposia (Guaranteed and Competitive, Special Sessions, and Workshops) launched.	5/26/2023
RIIG Symposia	RIIG Chair emails Call for Abstracts to RIIG members using Groupsite (See RIIG Handbook "Communicating within your RIIG") and/or reaches out to invited panelists to assess interest/availability. MNRS will also disseminate the call for abstracts on your RIIG web page and through MNRS Matters. All Calls for Abstracts should also include Calls for Pre-Conference Workshops and Special Sessions. RIIG members are to submit abstracts to RIIG chairs via email for review.	5/26/2023
RIIG Symposia	Submission Site Opens for Pre-Conference Workshops and Special Sessions	5/26/2023
RIIG Symposia	Submission Site Opens for RIIG Chairs to submit final Guaranteed or Competitive Symposia. Only RIIG Chairs or designated RIIG representatives will have access to submit finalized symposia.	6/7/2023
RIIG Symposia	RIIG Chairs remind their members about calls for abstracts at this time.	6/8/2023
RIIG Symposia	Deadline for RIIG members to submit abstracts to RIIG chairs via email. We also suggest that RIIG Chairs/Symposium Committees finalize invited panelists and collect from them all information needed to compose the RIIG Symposium by this time.	6/22/2023
RIIG Symposia	Following review of solicited abstracts and compiling of invited panelist information by the RIIG Symposium Committee, deadline for RIIG Chair to create the symposium submission and add participants via the online abstract submission system.	6/29/2023
RIIG Symposia	Deadline for RIIG symposia participants to submit their abstracts & financial disclosures	7/5/2023
RIIG Symposia	Deadline for RIIG chair to finalize and submit	7/7/2023
RIIG Symposia	RIIG Chair to notify individual authors of abstracts as to whether they were selected for inclusion in the submitted symposia	7/7/2023

RIIG Symposia	General Call for Competitive Abstracts	7/11/2023
RIIG Awards	Executive Office sends the RIIG Chairs options for the 2024 RIIG Awards, including RIIG Award Call templates and sample scoring rubrics.	7/19/2023
RIIG Awards	RIIG Chair assembles RIIG Awards Committee, working together to decide on the 2024 RIIG Awards/Calls.	7/19/2023
RIIG Symposia	Program Planning Committee deadline to select Competitive Symposia	7/26/2023
RIIG Symposia	Board deadline to approve Guaranteed and Competitive Symposia	8/15/2023
RIIG Symposia	Executive Office emails acceptance/denial/approval letters to the primary organizer, with individual abstract authors cc'd. Individual abstract authors receiving a denial letter may submit their abstract to the general call for competitive abstracts.	8/23/2023
RIIG Awards	Deadline for RIIG Chairs to submit their RIIG Award Call/Calls for Applications and names of the RIIG Review Committee to info@mnr.org. *Please reference your respective RIIG web page for last year's calls.	8/30/2023
RIIG Awards	Executive Office will create online RIIG Award applications and send link for RIIG Chairs to include on the RIIG Award Call for Applications.	9/12/2023
RIIG Awards	RIIG Chair emails RIIG Award Calls to RIIG members using Groupsites (See RIIG Handbook "Communicating within your RIIG"). Executive office will also disseminate the call on our website and through MNRS Matters.	9/12/2023
RIIG Awards	RIIG Award Application Submission Site Opens.	9/12/2023
RIIG Symposia	Deadline for Competitive Abstracts Submissions.	9/21/2023
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls via Groupsites. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	9/21/2023
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through Groupsites. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	10/3/2023
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through Groupsites. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	10/17/2023
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RIIG Awards	Deadline for RIIG members to submit their RIIG Award Applications via the online submission portal. Deadline is at 5:00 PM Eastern time.	11/6/2023
RIIG Awards	MNRS Office opens RIIG Award review site. The link will be emailed to all assigned RIIG Chairs AND assigned reviewers.	11/15/2023
RIIG Symposia	Executive Office notifies primary organizer of session date/time assignment	11/16/2023
RIIG Awards	RIIG Chairs coordinate review of applications with their RIIG Awards Committee.	11/16/2023 – 12/16/2023

RIIG Awards	Executive Office compiles and emails review scoring summaries to RIIG Award Committee	12/17/2023
RIIG Awards	Deadline for RIIG Chairs to submit Selected Award Recipients. Please provide the recipient's full name, credentials, and institutional affiliation.	12/31/2023
RIIG Awards	RIIG Chairs notify RIIG Award Recipients and Applicants who were not chosen by email. RIIG Award Recipients should be notified that RIIG Awards will be announced at the RIIG Meeting at the annual conference. It is at the discretion of the RIIG Chair and their Awards Committee as to how each recipient is to be honored at their annual RIIG meeting.	1/31/2024
RIIG Awards	RIIG Chair will pick up framed certificates from the Registration Desk to hand out at the annual RIIG meeting.	Minnesota

*2024 Guaranteed Symposia RIIGS
Health Promoting Behaviors Across the Lifespan
Palliative & End-of-Life Care
Perinatal, Sexual, & Reproductive Health
Physiology, Behavior, Genomics, & Society
Population Health
Research thru Academic-Clinical Partnerships