**Greetings to Professional Activities Committee Chairs and Committee Members!**

As President-Elect and Program Committee Chairperson for AACRAO’s 104th Annual Meeting in Orlando, we are looking forward to working with all of you over the next year as we develop an outstanding program.

One of the main responsibilities of AACRAO’s Professional Activities Committees is to develop sessions for the Annual Meeting. This process begins by brainstorming ideas for sessions that you believe are of interest and benefit to our membership. When developing a session proposal, it is important to not only conceive an idea, but also seek potential presenters—using multiple presenters for each session usually is best—and to confirm their willingness to present if the session is selected. Throughout the planning process, committee members must assume ownership of the sessions they have proposed. The ultimate goal is for no presenter/moderator to be “surprised” when they receive a confirmation message telling them that their session was selected.

Youmay enter your proposed session information into the [AACRAO database](http://sessions.aacrao.org/) now. Instructions for session data entry for both committee chairs and members along with other important documents can be found at <http://www.aacrao.org/home/about/committees/planninginformation-for-orlando-committees>[.](http://www.aacrao.org/home/about/committees/planning-information-for-phoenix-committees)

The Program Committee will meet in summer 2017 to evaluate all sessions and will select sessions to comprise the 2018 program. Sessions that have assigned presenters, learning outcomes, core professional competencies, an estimated attendance, and that are highly ranked by your committee will have a much better chance of being selected to fill the time slots reserved for committees.

Don’t forget that the Professional Activities Committees are a year-round opportunity to engage members. We encourage your committee to stay in contact through email and conference calls. Beyond sessions for the Annual Meeting, Professional Activities Committees can connect with the organization and the membership through other avenues such as writing newsletter articles, journal articles, book chapters or submitting sessions for AACRAO’s other professional development meetings and webinars.

We are looking forward to working with you over the next year as we develop an outstanding program!

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