

Milestones for CAS Call Paper Programs

The call paper program planning process begins with the identification of a research topic that could be best addressed using this approach. The end result of a call paper program is usually the presentation of the papers at a CAS meeting/seminar, so a particular meeting/seminar is targeted at the outset, with the timeline based upon having the papers prepared in time to support the seminar.

One Year Program

Milestone	Suggested Weeks Prior to Seminar	Suggested Weeks Into Execution
1. Research committee contacts Seminar planning committee to inform them that it plans to release a call for papers intended to be presented at the Seminar.	55	- 3
2. Committee completes draft of call for papers and submits it to CAS office for inclusion in agenda material mailing for an upcoming EC meeting.	54	- 2
3. Topic and prize amount approved by Executive Council.	52	--
4. Call for Papers announced	50	2
5. Proposals due from authors	46	6
6. Committee makes a decision on whether to accept or reject the proposal.	42	10
7. Committee assigns a primary reviewer to serve as the point of contact with the author and a secondary reviewer to assist the primary reviewer in reviewing the paper.	42	10
8. Authors receive communiqué regarding the acceptance or rejection of their proposals.	42	10
9. Seminar planning committee informed of number of proposals accepted to coordinate the number of sessions to be reserved for call papers.	42	10
10. 1st draft due (four months after proposal accepted).	26	26
11. Comments on 1st draft to authors.	22	30
12. Ad hoc prize committee formed by research committee.	18	34
13. Completed paper due (two months after comments on 1st draft).	14	38
14. Committee makes decision on which papers to	12	40

invite to be presented and which papers should be submitted to prize committee.		
15. Prize committee receives papers.	12	40
16. Authors invited to present papers.	12	40
17. Seminar planning committee provided with information about papers to be presented (usually two per session). Also, five minutes is requested during the General Session for presentation of award to best paper (usually announced by Committee chair).	11	41
18. Prize committee selects winning paper and informs Committee and Staff.	8	44
19. Staff arranges for plaque and prize check.	8	44
20. Prize winner is notified to ensure his/her attendance at announcement of award during Seminar.	8	44
21. Papers Posted on CAS Web Site	6	46
22. Papers presented at the Seminar.	--	52

Two Year Program

Milestone	Suggested Weeks Prior to Seminar	Suggested Weeks Into Execution
1. Research committee contacts Seminar planning committee to inform them that it plans to release a call for papers intended to be presented at the Seminar.	107	- 3
2. Committee completes draft of call for papers and submits it to CAS office for inclusion in agenda material mailing for an upcoming EC meeting.	106	- 2
3. Topic and prize amount approved by Executive Council.	104	--
4. Call for Papers announced	102	2
5. Proposals due from authors	96	8
6. Committee makes a decision on whether to accept or reject the proposal.	90	14
7. Committee assigns a primary reviewer to serve as the point of contact with the author and a secondary reviewer to assist the primary reviewer in reviewing the paper.	90	14
8. Authors receive communiqué regarding the acceptance or rejection of their proposals.	90	14

9. Seminar planning committee informed of number of proposals accepted to coordinate the number of sessions to be reserved for call papers.	90	14
10. 1st draft due (six months after proposal accepted).	66	38
11. Comments on 1st draft to authors.	60	44
12. 2nd draft due (four months after comments on first draft).	44	60
13. Comments on 2nd draft to authors.	38	66
14. Ad hoc prize committee formed by research committee.	32	72
15. Completed paper due (two months after comments on second draft).	30	74
16. Committee makes decision on which papers to invite to be presented and which papers should be submitted to prize committee.	24	80
17. Prize committee receives papers.	24	80
18. Authors invited to present papers.	24	80
19. Seminar planning committee provided with information about papers to be presented (usually two per session). Also, five minutes is requested during the General Session for presentation of award to best paper (usually announced by Committee chair).	22	82
20. Prize committee selects winning paper and informs Committee and Staff.	16	88
21. Staff arranges for plaque and prize check.	16	88
22. Prize winner is notified to ensure his/her attendance at announcement of award during Seminar.	16	88
23. Papers Posted on CAS Web Site	8	96
24. Papers presented at the Seminar.	--	104