

**36th COSPAR Scientific Assembly  
Beijing, China, 16 - 23 July 2006**

**Deadlines & Milestones**

7 January 2005	Request to agencies for input on scientific program	PC Chair/Sec.
22 - 23 March 2005	First Program Committee (PC) meeting	
1 April 2005	SC/Panel Chairs return modifications to preliminary program, with MSO contact information, <u>to Copernicus with a copy to the Secretariat</u>	PC
6 April 2005	President's request for suggestions for sponsoring organizations sent to all MSOs	Secretariat
8 April 2005	Event titles and durations, MSOs, and DOs, posted on Assembly web page	Copernicus
8 April 2005	MSO Instruction packet posted on web. Messages sent informing MSOs, DOs, PC members, Editor-in-Chief, and LOC Chair of posting	Copernicus
15 April 2005	Reminder to MSOs to consult MSO instruction packet and to upload event information for Call for Papers	Copernicus
15 April 2005	SC/Panel Chairs send comments on/suggestions for interdisciplinary lectures and speakers to PC Chair	PC
6 May 2005	Deadline for MSOs to return suggestions for event sponsorship to COSPAR Secretariat	MSOs
20 May 2005	Reminder to MSOs of 27 May deadline for uploading event information	Copernicus
27 May 2005	Deadline for MSOs to upload on the web input for Call-for-Papers and for other input for the Call to be sent to Copernicus	MSOs, LOC, Secretariat, ASR EiC
10 June 2005	Draft Call-for-Papers sent to Program Committee Chair, LOC, and Secretariat for immediate verification/correction	Copernicus, Sec., LOC, PC Chair
24 June 2005	Call-for-Papers Bulletin sent from Copernicus to Printer (August 2005 issue of <i>COSPAR Information Bulletin</i> )	Copernicus
8 July 2005	Poster to printers	LOC
8 July 2005	Call for 2008 event proposals posted on web	Copernicus
Aug. 2005 - Jan. 2006	Advertisement of scientific program including Call for Papers letters circulated by MSOs to solicited and other targeted contributors, WWW, etc.	MSOs and all others
13 Jan. 2006	1st e-mail reminder about abstract deadline sent to all Associates and persons on Copernicus database	Sec., Copernicus
10 Feb. 2006	2nd e-mail reminder about abstract deadline sent to all Associates and persons on Copernicus database	Sec., Copernicus
17 Feb. 2006	Deadline for receipt of abstracts <u>and</u> for financial support applications	
24 Feb. 2006	Deadline for MSOs to return financial support applicant ranking to COSPAR	MSOs
6 - 8 March 2006	Selection of grant recipients	Exec. Dir./Pres.

13 March 2006	Deadline for MSOs to revise event overviews on web for review by PC	MSOs, PC
(20 - 24 ??) 2006	Second COSPAR Program Committee meeting	
31 March 2006	Draft program posted on web for MSOs and PC	Copernicus
7 April 2006	Appointment letter sent from president to editors	Secretariat
14 April 2006	Deadline for MSOs to return final Program to Copernicus	MSOs
21 April 2006 (early registration deadline: 15 May 2006)	E-mail messages indicating date, time and place of presentation sent to all key authors. Letters sent express if no e-mail address or when returned	Copernicus
5 May 2006	Deadline for Program Book input to Copernicus	ASR EiC., LOC, PC, Secretariat
19 May 2006	Draft program book to LOC and COSPAR for immediate verification/correction	Copernicus
26 May 2006	Camera ready program book and master abstract CD to LOC for production	Copernicus
<i>(5, 19 and 26 May deadlines: LOC and Copernicus may agree that LOC collects input and formats program book, cf. Paris and Houston)</i>		
30 June 2006	MSOs to send modifications to daily program sheets and on-site equipment requests	MSOs
30 June 2006	List of grant recipients to LOC	Secretariat
3 July 2006	Deadline for 2008 event proposals submitted over the web (proposals possible at Assem.) Associates	
16 - 23 July 2006	36th COSPAR Scientific Assembly and Associated Events	
8 Sept. 2006	Event summaries mailed to <i>COSPAR Information Bulletin</i> General Editor	MSOs