

LatCrit IV
Planning Committee
June 5, 1998

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August 14, 1998

TO: LatCrit IV Planning Committee
FR: Frank Valdes
RE: Getting Started

As the summer ends, our planning process for LatCrit IV begins. Hopefully, the appropriate folks have scouted feasibility of potential sites for LatCrit IV mentioned at the end of last spring. To get going on this year's planning process, we need to discuss the latest sites news and to exchange a fresh round of thoughts about the program ideas advanced to date. For your convenience, I've enclosed a copy of the June 5th memo that summarizes our discussions to date and that outlines some basic summer follow-up tasks. I've also enclosed some additional materials to aid our start-up.

Most urgently, the enclosed "Conference Call Form" asks you to identify the days and the hours (in Eastern time) of your availability during the second week in September so that we can commence and maintain a timely planning process for this year's LatCrit conference. Please make sure to translate your available times into Eastern time, and fax the completed form to me ASAP!

The additional two documents provide a general overview and a calendar of the annual planning cycle for LatCrit conferences. These documents reflect past experience and, if we wish, can serve as guidelines for our activities. Reviewing them will help us at the outset to chart a timeline leading up to LatCrit IV.

If you haven't done so already, creating a "LatCrit IV" file in your filing cabinet (and soon, perhaps in your hard drive, too) might be a good idea!

Please take a moment NOW to complete and fax back to me the Conference Call form, or at the latest, by **Monday, August 31st**, so that I can advise everyone ASAP of the day/time of our first conference call. Once I hear from everyone, I'll be in touch again (and I'll arrange the conference call). I look forward to hearing from you soon... Thanks!

LatCrit IV Conference Call Form

DUE DATE: ASAP, or Monday, August 31st

Please complete and fax this form back ASAP, and no later than Monday, August 31st, to Frank Valdes at 305-284-6506. Your timely response will permit me to advise everyone of the final day/time of our first conference call ASAP. Thanks for your timely response... I look forward to speaking with you soon.

I am available on (please denote times in Eastern time):

1. Wednesday, September 9th, at the following (Eastern) times:

2. Thursday, September 10th, at the following (Eastern) times:

3. Friday, September 11th, at the following (Eastern) times:

4. Tuesday, September 15th, at the following (Eastern) times:

Please provide your phone number(s) for each day/time above.

LatCrit Conferences: Planning Overview by Semester

This outline sets out the annual conference-planning cycle and the goals for each semester of the academic year.

FALL (September-December):

1. Begin in earnest advance planning for upcoming conference.

Activate planning committee for upcoming conference; Prepare and send out a "call for papers/panels" and other informational mailings.

2. Begin editing process for symposium of preceding conference.

Collect all revised/finalized essays based on the preceding conference from authors for compilation and submission to law review symposium editors.

SPRING (January-May):

1. Finalize program details and logistics of upcoming conference.

Focus on the substantive and physical details of the upcoming conference to ensure a successful gathering.

2. Publish and distribute symposium of prior conference.

Work with editors/authors to facilitate timely publication of the symposium based on the preceding conference -- ideally in time for distribution at the upcoming conference.

SUMMER (June-August):

1. Ensure Closure/Continuity in transition between conferences.

Organize planning committee for next conference; Prepare and send out a postconference wrap-up, including a "save the date" announcement for upcoming conference to all current and recent conference attendees.

2. Begin Work on Symposium Publication.

Transcribe/distribute program tapes from conference to participants; prepare and send out a general call for participation in the symposium to all current/recent conference attendees; prepare and send out reminder/deadline notices near deadline.

LatCrit Conferences: Annual Planning Calendar

This calendar sets forth the approximate dates for certain actions leading up to each year's LatCrit conference.

Mid-Late September:

Send out to everyone on the LatCrit master mailing list a "call for ideas and proposals" for the upcoming conference that includes a "save the date" announcement and general information about, and elicits feedback to, proposed conference sites, etc.

Compile, and transmit to the law review symposium editors, the finalized essays for the annual symposium based on the preceding conference.

Early November:

Send out to everyone on the mailing list for feedback a "draft program outline" based on the suggestions and discussions to date; provide as possible more information about the conference site, and repeat information about dates; invite folks to gather during that year's forthcoming AALS conference to talk about the conference planning and to hang out.

Work as necessary with authors and editors to conclude the editing process of the annual symposium based on the preceding conference.

Early February:

Send out to everyone on the mailing list a finalized information packet for the upcoming conference, including a program schedule and registration packet.

Send informational/promotional message to all law school deans urging their support of faculty attendance/participation in LatCrit conferences.

Work with symposium authors/editors to send all finalized symposium contents to the printer for publication.

Early March:

Send out reminders re: key deadlines to all upcoming conference participants and potential attendees.

Iron out and conclude remaining logistical details of upcoming conference.

Mid April:

Distribute the published symposium issue based on preceding conference to all symposium authors and to upcoming conference registrants.

May:

Conduct the Conference.

Early June:

Transcribe proceedings of conference; distribute to all participants for revision of remarks/essays; send notice to all other conference attendees inviting and encouraging participation in the symposium.

Late July:

Send reminders to all participants and attendees re: symposium submission deadline of August 30th.

Early-Mid September:

Collect all symposium submissions; send letter to all authors acknowledging submission and describing generally the editing process with a "what to expect" outline.

NOW, GO BACK TO THE BEGINNING...