



2020 Annual Research Conference RIG Symposia and Awards Timeline

April 1 - 4, 2020
Schaumburg, IL

See RIG Handbook for detailed information: <https://mnrs.org/wp-content/uploads/2019/02/RIG-Handbook-Rev-Jan-2018-Appr-Apr-2018.pdf>

Category	Action Item	Due Date
RIG Symposia	RIG Chairs review RIG Handbook "Guaranteed Research Symposia" and "Competitive Research Symposia" sections, noting format options new this year	5/31/2019
RIG Symposia	RIG Chair finalizes Symposium Committee.	6/14/2019
RIG Symposia	RIG Chair deadline to finalize intent to submit Guaranteed or Competitive Symposium, format [selected abstracts, invited presenters, or both], title, theme, and call for abstracts [as applicable] (see attached example call for abstracts) and email this information to info@mnrs.org.	6/24/2019
RIG Symposia	RIG Chair emails Call for Abstracts [as applicable] to RIG members using Listserv (See RIG Handbook "Communicating within your RIG") and/or reaches out to invited panelists to assess interest/availability. MNRS will also disseminate the call for abstracts [as applicable] on your RIG web page and through MNRS Matters. All Calls for Abstracts should also include Calls for Pre-Conference Workshops and Special Sessions.	6/25/2019
RIG Symposia	Submission Site Opens for Pre-Conference Workshops and Special Sessions	6/25/2019
RIG Symposia	Submission Site Opens for RIG Chairs to submit final Guaranteed or Competitive Symposia. Only RIG Chairs or designated RIG representatives will have access to submit finalized symposia.	7/1/2019
RIG Symposia	RIG Chairs remind their members of calls for abstracts [if applicable] at this time.	7/2/2019
RIG Symposia	Deadline for RIG members to submit abstracts to RIG chairs via email. We also suggest that RIG Chairs/Symposium Committees finalize invited panelists and collect from them all information needed to compose the RIG Symposium by this time.	7/19/2019
RIG Symposia	Following review of solicited abstracts [as applicable] and compiling of invited panelist information [as applicable] by the Symposium Committee, RIG Chair submits final symposia via the online abstract submission system.	7/30/2019
RIG Symposia	RIG Chair to notify individual authors of abstracts as to whether they were selected for inclusion in the submitted symposia	7/30/2019
RIG Symposia	General Call for Competitive Abstracts	8/1/2019
RIG Awards	MNRS Office send the RIG Chairs options for 2020 RIG Awards including RIG Award Call templates and sample scoring rubrics.	8/15/2019
RIG Awards	RIG Chair assembles RIG Awards Committee, working together to decide on the 2020 RIG Awards/Calls.	8/15/2019
RIG Symposia	Program Planning Committee deadline to select Competitive Symposia	8/23/2019
RIG Symposia	Board deadline to approve Guaranteed and Competitive Symposia	9/3/2019
RIG Symposia	MNRS emails acceptance/denial/approval letters to 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.	9/6/2019

RIG Awards	Deadline for RIG Chairs to submit their RIG Award Call/Calls for Applications and names of the RIG Review Committee to info@mnr.org. * Please reference your respective RIG web page for last year's calls.	9/19/2019
RIG Awards	MNRS Office will create online RIG Award applications and send link for RIG Chairs to include on the RIG Award Call for Applications.	9/27/2019
RIG Symposia	Deadline for Competitive Abstracts Submissions	10/1/2019
RIG Awards	RIG Chair emails RIG Award Calls to RIG members using Listserv (See RIG Handbook "Communicating within your RIG"). MNRS office will also disseminate the call on your RIG web page and through MNRS Matters.	10/8/2019
RIG Awards	RIG Award Application Submission Site Opens.	10/8/2019
RIG Awards	RIG Chairs remind members of RIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIG Chairs regarding the number of applications received to date.	10/22/2019
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RIG Awards	RIG Chairs remind members of RIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIG Chairs regarding the number of applications received to date.	11/26/2019
RIG Awards	Deadline for RIG members to submit their RIG Award Applications via the online submission portal. <i>Deadline is at 5:00 PM Eastern time.</i>	12/3/2019
RIG Awards	MNRS Office opens RIG Award review site. The link will be emailed to all assigned RIG Chairs/assigned reviewers.	12/5/2019
RIG Symposia	MNRS notifies primary organizer of session date/time assignment	12/10/2019
RIG Awards	RIG Chairs coordinate review of applications with their RIG Awards Committee.	12/5/19 – 1/15/20
RIG Awards	Deadline for RIG Chairs to submit Selected Award Recipients. Please provide the recipient's full name, credentials, and institutional affiliation.	1/15/2020
RIG Awards	RIG Chairs notify RIG Award Recipients and Applicants who were not chosen to receive an award by email. RIG Award Recipients should be notified that RIG Awards will be announced at the RIG Meeting at the annual conference. It is at the discretion of the RIG Chair and their Awards Committee as to how each recipient is to be honored at their meeting.	1/15/2020
RIG Awards	RIG Chair certificates can be picked up by the RIG Chair at the Registration Desk at the Annual Conference.	4/1/20 - 4/4/20

***2020 Guaranteed Symposia RIGS**

Acute & Critical Care Across the Lifespan
Translational Science
Family Health
Gerontological Nursing Science
Nursing Education
Symptom Science
Self Care