

General Travel and Work Schedule for President-Elect, President, and Immediate Past President			
Month	Event	Location	Length of Time
* = NALP conference that does not happen each year			
required			
<b>President Elect Term</b>			
February	You get the call from Nom Com - Congratulations - You are President Elect!		
April	start to think about your Board meeting locations, talk to Nikia and Jay Richards; figure out note taking and record keeping scheme; get TSA Pre-Check and join all frequent flyer and hotel loyalty programs etc.		
April - mid to late	Board Meeting / Annual Education Conference		plan on spending the whole week, arriving on Sunday through Friday
May - 3 days	Board Orientation	Washington DC	dinner, followed by two days of meetings (or 3 half-day virtual meetings)
June	start to think about your business plan, talk to past presidents		
June - early to mid (or Nov)	NALP Diversity, Equity & Inclusion Summit*		reception or dinner, followed by one day conference (OR VIRTUAL)
July - mid	Board Meeting		dinner, followed by two days of meetings (or 3 half-day virtual meetings)
July & August	never too early to start drafting business plan; keep talking to past presidents		
October - early	NALP Emerging Legal Careers Summit*		reception or dinner, followed by one day conference
October - late or December	NALP Public Service Mini-Conference	Washington DC	one day conference, preceded by late afternoon foundations session (or VIRTUAL)
November - early	Board Meeting (Nov)		dinner, followed by two days of meetings (or 3 half-day virtual meetings)
December - early	NALP Professional Development Institute	Washington DC	2 day conference, preceded by late afternoon foundations session (or 3 partial-day virtual meeting)
December - early (January in 2023)	Canadian Diversity Summit*	Toronto	every other year, one day conference day prior to Toronto Winter Meeting
December - early	Canadian Section Winter Meeting	Toronto	one day conference, preceded or followed by reception (or VIRTUAL)

January - early	AALS		three day conference
January - late	NALP Recruiting Summit	New York	one day conference and reception
January - late / February - early	ASAE Leadership Training (for chief volunteer & chief staff officer)		two days
February - late	Board Meeting		dinner, followed by two days of meetings (or 3 half-day virtual meetings)
February - late / March - early	NALP Newer Professionals Forum		kickoff, reception & dinner, followed by two days of educational programming
March	NALP Office Visit: plan orientation, finalize business plan	Washington DC or virtual	1-2 days
April / May	NALP Office Visit: conduct ED Review with Pres	Washington DC or virtual	1-2 days
March - April			
<b>Presidential Term</b>			
April - mid to late	Board Meeting / Annual Education Conference - Installation as Pres		plan on spending the whole week, arriving on Sunday through Friday
May	ALA Annual Conference		
May - mid/late - 3 days	Board Orientation	Washington DC	count on three days of meetings (or 3 half-day virtual meetings)
late May	Saratoga (Mayflower) Meeting and AALS Exec. Com. Meeting	Washington DC	two days of meetings
May - late / June - early	LSAC Annual Conference		three day meeting/conference
May/June	ABA Council on Legal Education		Council meets 4-5 times per year, Nikia and President attend 1-2 of those, depending on timing and issues in play.
June	Budget Meeting at NALP Office (or virtual)	Washington DC	dinner (optional), followed by one day meeting
June	Conference Planning Meeting	location of the next AEC	three day planning meeting
June - early to mid (or Oct)	NALP Diversity & Inclusion Summit*		one day conference
July - mid	Board Meeting		count on three days of meetings (or 3 half-day virtual meetings)
July - late	ABA Annual Meeting		
July or August or Sept	NALP Staff Retreat	Washington DC	FYI
August or September	International Legal Tech Association Conference	Las Vegas	
July/August	Lavender Law Conference		2-3 day meeting
October	Diversity and Inclusion Summit Planning Meeting*	Washington DC	one day planning meeting
October	NALP Foundation Meeting	in person or virtual	dinner, followed by one day meeting
October - late or DECEMBER	NALP Public Service Mini-Conference	Washington DC	one day conference, preceded by late afternoon foundations session (or VIRUAL)
November - early	Board Meeting		count on three days of meetings (or 3 half-day virtual meetings)

November - early	ACCESSLex Meetings		four days of meetings
November - mid	AALS Executive Committee Meeting	Washington DC	one day meeting
November - mid	ABA Council Meeting		one day meeting
December - early (or Jan)	Canadian Diversity Summit*	Toronto	one day conference (usually every other year)
December - early	Canadian Section Winter Meeting	Toronto	one day conference, preceded or followed by reception (or virtual)
December - early	NALP Professional Development Institute	Washington DC	two day conference
December - early	LSAC Board Meeting		dinner followed by meeting next day
January - early	AALS Annual Conference		three days
January - late	NALP Recruiting Summit	New York	one day conference, preceded or followed by reception
February - late	Board Meeting		count on three days of meetings (or 3 half-day virtual meetings)
February - late / March - early	NALP Newer Professionals Conference		kickoff, reception & dinner, followed by two days of educational programming
February / March	ABA Deans Meeting		one day attendance for NALP presentation, two to three days if you attend entire conference
April / May	Exec Director Review	in person or virtual	
<b>Immediate Past President Term</b>			
April - mid to late	Board Meeting / Annual Education Conference - Now Imm. Past President		plan on arriving on Monday and staying through Friday
April / May	Exec Director Review		
May - mid/late - 3 days	Board Orientation	Washington DC	dinner, followed by two days of meetings (or 3 half-day virtual meetings)
July - mid	Board Meeting		dinner, followed by two days of meetings (or 3 half-day virtual meetings)
October	Nominating Committee Orientation		dinner, followed by one day meeting (or 2 half-day virtual meetings)
November - early	Board Meeting		dinner, followed by two days of meetings (or 3 half-day virtual meetings)
February - late	Board Meeting		dinner, followed by two days of meetings (or 3 half-day virtual meetings)
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