

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	Typically Washington DC or President's location	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* (on hiatus)		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* (on hiatus)		reception or dinner, followed by one day conference
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 or January	Canadian Diversity Summit*	Toronto	every other year, one day conference day prior to Toronto Winter Meeting or in January
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 (Entry-Level)	New York	one day conference and reception
January - late	NALP Lateral 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
<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 (typically)	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 - early to mid (or Oct)	NALP Diversity, Equity & Inclusion Summit* (on hiatus)		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
September (in 25/26) or June?	Conference Planning Meeting	location of the next AEC	three day planning meeting
August or September	International Legal Tech Association Conference	Las Vegas	
July/August	Lavender Law Conference		2-3 day meeting
October	Diversity, Equity & Inclusion Summit Planning Meeting* (on hiatus)	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

