Instruction Sheet for Completing ABA Antitrust Section Committee Tracking Report (December 2016)

The following are descriptions of the fields needing review and updating by committee chairs. Anything else already in the document not described here is already populated and should be left intact unless you see the need for any corrections/additions from your last report.

Although we appreciate your efforts to make sure all of the information you put in the Excel document fits in the available spaces, the Committee Operations Committee will review all reports submitted for formatting and consistency before they are submitted to the Council.

Header Section

■ Report Date: fill in the date you are completing the report

Leadership Section

■ Note: we are no longer asking for information about leadership call attendance

Activity Overview Section

■ Membership
  o Number of members: insert the total number of members on your committee for the month in which you submit your report (so for a December report, place that number in the December 2016 column; you should leave blank months in which a report is not due) We are no longer asking separately for SYTD (Section Year to Date) membership total here because that will be the same total as the month in which you are submitting your report)
  o Annual Plan membership initiatives: make any changes to status or project leader since last report (note that these are the only two boxes for this item – it is not intended to ask for month-by-month status reports on these items)

■ Communications
  o Connect Posts: update the SYTD total and fill in the # of posts done in each month since last report
  o Last update of website: approximate date of last update to website other than merely for calendar items (if different from last report)
  o Note: we are no longer asking for last update of Connect page

■ Newsletters
  o Number published: fill in numbers for each month since last report

■ Publications
  o Provide any status update for publications projects since last report
    ■ Note that Original Publication Date refers to original date of proposed publication when book proposal was approved by Council, Current Publication Date refers to current scheduled publication date, and Status should reflect code # provided in blue horizontal bar for project’s current status (1, 2, 3, or 4)
Programs

- Update tallies for SYTD and monthly totals for each type of program since last report
- Note: “Sponsored” programs are those programs for which your committee was the lead sponsor (i.e. the committee that organized the program) and should not include programs that your committee co-sponsored. “Co-sponsored” programs are programs organized by another committee for which your committee is listed on the program as a co-sponsor.
- Update Spring Meeting submissions/approvals for 2017 Spring Meeting in the SYTD column (since those have occurred since the last report)

Activity Docket Section

- Note: We have expanded the types of programs we are interested in receiving detail about – to include both programs sponsored and co-sponsored programs (as described above).

Programs Held During SYTD

- Add information about any additional programs held since last report
  - Please provide the program name, the date of the program, the Committee leader responsible for planning it, the format (committee program, teleseminar, reception, or other in-person program), the # of attendees, and whether your committee was the sponsor or co-sponsor. (You may also want to edit your response to the new question “Sponsored or Co-Sponsored by Your Committee?” for previously held programs, as we previously only asked if there had been any co-sponsors.)

Programs Scheduled to Be Held

- Add information about any additional programs for which a date has already been scheduled or held on the Section calendar (and provide the same information as above, other than the attendance #)
- (If a program was in this section last time and has occurred already, of course you should delete it and move the information to the section above)

Programs Under Consideration

- Add information about any additional programs under consideration by your committee (and provide the same information as above, other than the attendance #)

Participation in Section Comments

- Provide any new information/upDATES in this area since last report

Other Activities

- Provide any new information/upDATES about other activities of the committee or information you wish the Council to be aware of