

# Research Group key deadlines 2019-20

View the Research Groups Handbook at [www.rgs.org/research/research-groups](http://www.rgs.org/research/research-groups). All dates are draft and subject to change.

This version updated 29 January 2019

2019		
October		
7	Research Groups' Sub-Committee Meeting  Induction for new committee members	2:30pm in the Lowther Room RGS-IBG, London  1.45pm in the Nightingale Room RGS-IBG, London
31	Annual reporting deadline (accounts and reports) <b>This is an absolute deadline.</b>	Research Groups to submit annual report or AGM minutes, and annual accounts to <a href="mailto:rhed@rgs.org">rhed@rgs.org</a> . All accounts should be accompanied by a bank statement corroborating the accounts closing balance, and a document from the bank listing current signatories on the account.
31	Deadline for Research Group grant applications	Research Groups submit a grant application for activities in the 2019/20 academic year. All reports for grant-funded activities in the previous year should be received by this date
November		
15 (approx.)	AC2020: Call for Sessions and Papers announced	
30	Subventions calculated	Membership check and subventions calculated for each Research Group by RHED. Payments made in December.
2020		
February		
14	AC2020: Deadline for submitting convened sessions with full papers information	Research Groups and independent session convenors to submit session and papers information, following the process given at <a href="http://www.rgs.org/ac2020">www.rgs.org/ac2020</a>
14	AC2020: Deadline for submission of paper proposals for 'open' sessions	See <a href="http://www.rgs.org/ac2020">www.rgs.org/ac2020</a> for more information.
14	AC2020: Deadline for submitting details of pre-conference workshops	Research Groups to submit full details of their planned pre-conference events
28	RGS-IBG Medals and Awards	Deadline for nominations. See <a href="http://www.rgs.org/MedalsandAwards">www.rgs.org/MedalsandAwards</a> for more information
28	Nomination (and election) for Research Groups' Representative to Research and Higher Education Committee	Deadline for nominations of Research Group representative on Research and Higher Education Committee; electronic election if required

March		
9	Research Groups Forum, including Research Groups Sub-Committee Meeting	11.30am in the Education Centre RGS-IBG, London
30 (approx.)	AC2020 organisers formally confirm sessions accepted for conference programme and registration opens	
31	RGS-IBG Council and Committees	Deadline for nominations for election. See <a href="http://www.rgs.org/AboutUs/Governance">www.rgs.org/AboutUs/Governance</a> for more information
April		
3	Deadline for Research Groups to provide updated text for advertising dissertation awards and prizes	Research Groups to submit changes to the description of awards and prizes to <a href="mailto:rhed@rgs.org">rhed@rgs.org</a>
May		
1	AC2020: provisional programme drafted	Provisional programme supplied to Research Group Chairs, to identify significant clashes
Mid-May (approx.)	AC2020: Provisional programme published online for feedback and checking by participants	Provisional programme released online at <a href="http://www.rgs.org/ac2020">www.rgs.org/ac2020</a> for convenors and authors to provide feedback
22	AC2020: Deadline for submitting Research Group Guest nominations (nominations may be submitted any time before this date)	Research Groups to submit nominations for conference guests to <a href="mailto:rhed@rgs.org">rhed@rgs.org</a> following the process at <a href="http://www.rgs.org/ACquests">www.rgs.org/ACquests</a>
June		
1	RGS-IBG AGM	Medals and Awards presented Elections for Council and Committees
12	Deadline for reduced rate (early-bird) conference registration for AC2020. <b>All those listed on the conference programme to be registered by this date.</b>	See <a href="http://www.rgs.org/ac2020">www.rgs.org/ac2020</a> for more information.
26	AC2020: Deadline for changes to conference programme.	Programme Book goes to print (changes may still be made online)
July		
1	AC2020: Final programme announced	See <a href="http://www.rgs.org/ac2020">www.rgs.org/ac2020</a> for final programme
September		
1-4 September	RGS-IBG Annual International Conference 2020	