*The MSERA Researcher* – the official communications of the Mid-South Educational Research Association - 2025 TIMELINE (Draft)

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|  | **Issue 1** | **Issue 2** | **Issue 3** | **Issue 4** |
| **Issue Topic** | **Highlights of Previous Annual Meeting/Save the Date &****New Officers** | **Call for Proposals** | **Highlights of Upcoming Annual Meeting** | **Annual Meeting Program** |
| **Request to contributor sent** | Within 15 days of the annual meeting | February 15 | April 15 | August 15 |
| **Reminder sent** | January 5 | March 1 | April 30 | September 1 (after Labor Day) |
| **Contribution deadline** | January 10 | March 6 | May 5 | September 15 |
| **Distribution Target** | January 30 (sent by email) | March 25 (sent by email)To be publicly published on the MSERA website & distributed per the MSERA Operations Manual | May 15 (sent by email) | September 30  |
| **Contents** | 1. Incoming President’s message; goals for the year
2. Upcoming meeting announcement/save the date
3. Official list of board members, executive officers, and editors, with institutional affiliation and email addresses
4. Past-president’s message
5. List of honors/awards from previous meeting
6. University student corner
7. Pictures from the Annual Meeting
 | 1. President’s message
2. Official list of committee names, committee chairs, and other appointments with institutional affiliations + emails
3. Announcement: call for nominees for Bowman and Matthews
4. Announcement: call for outstanding papers and distinguished dissertations
5. Announcement: call for papers
6. Highlight about RIP proposals & awards sessions
7. Announcement: call for session chairs
8. Historian’s Corner
9. MSERF - Support for Research in Progress
10. Upcoming site pics and promotional information
11. Call for institutional members and other opportunities as available
 | 1. President’s message
2. Announcement: annual meeting speaker & speaker pic
3. Repeat call for nominees for Bowman and Matthews
4. Announcement: call for nominees for open officer and board member positions
5. Announcement: “last” **call for papers**
6. University student corner
7. Upcoming site pics, hotel deadlines and special rates (local arrangements)
8. Announcement: call for future site proposals
9. Repeat Call for institutional members and other opportunities as available
10. Constitution/by-laws changes, if needed
 | 1. President’s message
2. If applicable, Speaker’s biography and title of talk (with pic)
3. Slate of nominees for open officer and board member positions with pics and narratives
4. Greetings from the Program Chair (with pic)
5. Meeting at a glance
6. Annual meeting full program
7. List of MSERF contributors
8. Map and travel directions
9. Meeting room layout
10. Listing of MSERA institutional members
11. Blurb from mentor committee
12. Blurb about RIP
13. Blurb from chairs of University Student & Membership (student & new member breakfast & reception)
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Items highlighted have standard language to be customized with new dates/locations. These do not necessarily require “contributors.”