

# PMC PLANNING TIMELINE

## USE THIS GUIDE TO GET READY FOR YOUR MEETING

### 10 WEEKS PRIOR TO MEETING

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- obtain updated taxon reports from your holding institutions, update studbook data
- login to [AZA.org](http://AZA.org) to download the official IR list for your SSP program
- compare your IR list to IR list downloaded from AZA, make updates as needed

### 8 WEEKS PRIOR TO MEETING

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- send updated studbook data + IR list (using IR list template from PMC) to:
  - [PMC@lpzoo.org](mailto:PMC@lpzoo.org) - Kelvin Limbrick - studbook validation
  - [PMCTrack@lpzoo.org](mailto:PMCTrack@lpzoo.org) - Kaitlyn Perišin - pre-planning surveys
- indicate whether you intend to use PMCTrack for your pre-planning surveys

### 6 WEEKS PRIOR TO MEETING

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- login to [PMCTrack](#) to launch pre-planning surveys (need help? [How to Launch PMCTrack Surveys](#))
- update studbook based on validation comments from PMC Studbook Analyst (Kelvin)

### 4 WEEKS PRIOR TO MEETING

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- login to PMCTrack to [check survey responses](#)
- follow up with any IR responses that are unclear to you
- begin compiling institutional wants & needs and exclusions list for planning meeting
  - exclusions list should include individuals that are permanently unable to breed (i.e. sterile, post-reproductive, confirmed non-cycling, old age, permanent medical condition, education program animals, etc.)

### 2 WEEKS PRIOR TO MEETING

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- contact any IRs that have not completed the pre-planning survey
- email the following information to the [PMC](#)
  - exclusions list (see previous box for reference)
  - names of expected meeting attendees for an in-person meeting
  - list of meeting attendee email addresses for a GoToMeeting
  - list of any non-AZA institutions that you would like to see included in your managed population

### 1 WEEK PRIOR TO MEETING

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- PMCTrack surveys close - login to PMCTrack to [download survey response reports](#)
- email updated studbook + compiled wants/needs to PMC before planning meeting

### DAY OF PLANNING MEETING

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- bring any materials that have been updated since you last submitted planning data