

2014 SMDP Biotech Target Dates			
ACTIVITY	Due Date	Status	Notes
Outreach and Planning Committee:			CONFERENCE CALL
Identify committee members and confirm their participation (including representatives designated by sponsors)	2/17/14	Ongoing	Elisabeth/Scott
Establish a calendar of meeting dates	2/17/14	Complete	Elisabeth
Draft agenda for SMDP Biotech Training Session	2/17/14	Complete	Elisabeth
Share committee orientation and program materials on ICPD committee page including a list of speaker needs	3/19/14		Elisabeth
SMDP Biotech O&P Committee conference call	3/19/14		11am PST / 2pm EST
SMDP Biotech O&P Committee conference call	4/10/14		11am PST / 2pm EST
Finalize the SMDP Biotech Training Session agenda	5/1/14		Elisabeth
SMDP Biotech O&P Committee conference call	5/7/14		11am PST / 2pm EST
Send final SMDP Biotech Training Session agenda including information about Scholars, Mentors and Speakers to committee	5/20/14		Elisabeth
SMDP Biotech O&P Committee conference call	6/4/14		11am PST / 2pm EST
SMDP Biotech O&P Committee Post-Program Debrief	7/9/14		11am PST / 2pm EST
Follow up email thanking the committee (include SMDP Biotech Post-Program Report I)	7/16/14		Elisabeth
Scholar Selection Committee:			
Identify the SMDP Biotech Selection committee members (including representatives designated by sponsors)	4/25/14		Elisabeth / Scott
Add all SMDP Biotech Selection committee members to the SMDP Portal	4/25/14		Dustie
Send overview of Scholar selection process and instructions to the committee members	4/25/14		Elisabeth
Selection committee responses due	5/9/14		Elisabeth / Dustie
Follow up email thanking the selection committee and reporting on the Scholars selected	5/16/14		Elisabeth
Scholar Recruitment:			
Update the SMDP Biotech Program website	2/10/14	Complete	Elisabeth
Create the SMDP Biotech Scholar application form	2/10/14	Complete	Elisabeth
Create a "Call for Applicants for SMDP Biotech Scholars"	3/18/14		Elisabeth
Post the SMDP Biotech Scholar "Call for Applicants" on all websites and send it to ICPD email lists	3/20/14		Elisabeth
SMDP Biotech Scholars application deadline	4/16/14		Dustie
Preliminary screening of SMDP Biotech Scholar applications	4/18/14		Dustie
Identify incomplete SMDP Biotech Scholar application forms and send email notifications to candidates informing them of missing items	4/18/14		Dustie
Notify all SMDP Biotech Scholars of selection status (both accepted and not)	5/14/14		Dustie
Obtain biographies and photos from SMDP Biotech Scholars for printed materials and websites	5/16/14		Dustie
Send final SMDP Biotech Training Session agenda and program materials to the SMDP Biotech Scholars	5/20/14		Dustie
SMDP Biotech Scholars orientation conference call	6/4/14		11am PST / 2pm EST
Add SMDP Biotech Scholar profiles to the SMDP Portal	6/6/14		Dustie
Finalize Scholar-Mentor pairing	6/7/14		Elisabeth / Dustie
Mentor Recruitment:			
Recruit SMDP Biotech mentors	4/10/14		Elisabeth / Scott
Obtain biographies and photos from SMDP Biotech Mentors for printed materials and websites	5/16/14		Elisabeth
Send final SMDP Biotech Training Session agenda and program materials to the SMDP Biotech Mentors	5/20/14		Elisabeth
SMDP Biotech Mentors orientation conference call	6/4/14		9am PST / Noon PST
Add mentor profiles to the mentoring portal	6/6/14		Dustie

Speaker Selection:			
Develop list of speaker needs for SMDP Biotech Training Session	2/14/14		Elisabeth
Work with O&P Committee and sponsor representatives to identify speakers	4/11/14		Elisabeth / Scott
Confirm all speakers	5/9/14		Elisabeth
Obtain biographies and photos from SMDP Biotech Speakers for printed materials and websites	5/16/14		Elisabeth
"Career Choices" panel introduction and orientation call	5/20/14		11am PST / 2pm EST Elisabeth / Scott / Dustie
"Getting Hired" panel introduction and orientation call	5/20/14		12:30pm PST / 3:30pm EST Elisabeth / Scott / Dustie
Follow up email thanking the speakers (include SMDP Biotech Post-Program Report I)	7/16/14		Elisabeth
Celebration of Mentoring & Diversity Reception:			
Identify a reception venue	3/20/14		Dustie
Select a keynote speaker	3/20/14		Elisabeth / Scott
Post the event on all websites and send it to ICPD email lists	3/20/14		Jasmine
Post the SMDP "Mentor of the Year" & "Scholar of the Year" Awards on all websites and send it to ICPD email lists	3/20/14		Elisabeth / Jasmine
Invite sponsor representatives to speak at the event	3/28/14		Elisabeth / Scott
SMDP Biotech "Mentor of the Year" & "Scholar of the Year" nominations end	4/15/14		Elisabeth/Jasmine
Invite guests	5/5/14		Elisabeth / Scott / Jasmine
SMDP Biotech "Mentor of the Year" & "Scholar of the Year" voting ends	5/9/14		Elisabeth / Jasmine
Send talking points to all speakers	5/23/14		Scott
Order SMDP "Mentor of the Year" & "Scholar of the Year" Award Trophies	5/16/14		Dustie
Notify SMDP Biotech "Mentor of the Year" & "Scholar of the Year" recipients	5/16/14		Dustie
Send a press release about the event	6/9/14		Jasmine
Logistics:			
Secure a hotel room block	3/20/14		Dustie
Secure meeting space for the training session	3/20/14		Elisabeth / Scott / Dustie
Secure a location for the Sunday dinner	4/4/14		Dustie
Arrange staff travel	4/4/14		
Arrange ground transportation for all participants	4/9/14		Dustie
Obtain BIO Conference Codes	4/15/14		Elisabeth / Dustie
Confirm all SMDP Biotech Scholar travel	5/16/14		Dustie
Print Training Session Binders	5/21/14		Elisabeth
Print name badges for the SMDP Scholars, SMDP Mentors, ICPD Staff, Sponsor Representatives, Speakers, and Guests attending the SMDP Biotech training session	5/30/14		Dustie
Print SMDP Training session forms including sign in sheets, evaluation forms, photo releases	5/30/14		Dustie
Arrange conference registrations for all participants	6/23/14		Dustie
Arrange for participant envelopes which include Conference registration Code, Expense Reimbursement Forms and SMDP Portal instructions	6/11/14		Dustie
Print 2 SMDP Biotech Sponsor posters: 24"w x 36"h mounted on cork board, matte finish.	6/19/14		Elisabeth / Dustie
Print 2 "Celebration of Mentoring & Diversity Reception" posters: 24"w x 36"h mounted on cork board, matte finish.	6/19/14		Elisabeth / Dustie
Process Scholar, Mentor and staff expense reimbursements	7/11/14		Elisabeth / Dustie
Program Evaluation:			
Post-Program Evaluation I (Scholars and Mentors on last day of workshops)	6/23/14		Dustie
Post Program Evaluation II	1/28/15		Dustie
Post Program Evaluation III	5/27/15		Dustie
Post-Program Report:			
SMDP Biotech Post-Program Report I	7/11/14		Dustie
SMDP Biotech Post-Program Report II	2/5/15		Dustie
SMDP Biotech Post-Program Report III	6/4/15		Dustie