TARGET DATES

2014-2015 SMDP MedTech   rev.7/15/14

ACTIVITY	Due Date	Notes / Status
Outreach and Planning Committee:		CONFERENCE CALL
Identify committee members and confirm their participation (including representatives designated by sponsors)	7/15/14	ongoing
Establish a calendar of meeting dates	7/15/14	
Draft agenda for SMDP MedTech Training Session	7/15/14	
Send orientation and program materials to the committee including a list of speaker needs	7/18/14	
SMDP MedTech O&P Committee conference call	7/24/14	2pm Eastern
SMDP MedTech O&P Committee conference call	8/28/14	2pm Eastern
Identify the SMDP MedTech Selection committee members (including representatives designated by sponsors)	8/13/14	
Finalize the SMDP MedTech Training Session agenda	8/29/14	
Send final SMDP MedTech Training Session agenda including information about Scholars, Mentors and Speakers to the O&P Committee	9/12/14	
SMDP MedTech O&P Committee conference call	9/18/14	2pm Eastern
SMDP MedTech O&P Committee Post-Program Debrief Call	10/23/14	2pm Eastern
Follow up email thanking the committee (include SMDP MedTech Post-Program Report I)	10/29/14	
Scholar Selection Committee:		
Add the SMDP MedTech Scholar applications to the SMDP Portal for Selection Committee review	8/25/14	
Send overview of Scholar selection process and instructions to the committee members	8/25/14	
Selection committee responses due	9/1/14	
Follow up email thanking the selection committee and reporting on the Scholars selected	9/4/14	
Scholar Recruitment:		
Update the SMDP MedTech Program website	7/1/14	completed
Create the SMDP MedTech Scholar application form	7/1/14	completed
Create a "Call for Applicants for SMDP MedTech Scholars". Post it on all websites and send it to the ICPD email list.		
Send the SMDP MedTech "Call for Applicants" to the committee		
SMDP MedTech Scholars application deadline	8/20/14	
Preliminary screening of SMDP MedTech Scholar applications (incudes confirming age of applicants, they must be over 21)	8/22/14	
Identify incomplete SMDP MedTech Scholar application forms and send email notifications to candidates informing them of missing items	8/22/14	
Email update to all SMDP MedTech Scholar applicants confirming receipt of completed applications	8/22/14	
Notify all SMDP MedTech Scholars of selection status (both accepted and not)	9/3/14	
Obtain biographies and photos from SMDP MedTech Scholars for printed materials and websites	9/8/14	
Send final SMDP MedTech Training Session agenda and program materials to the SMDP MedTech Scholars	9/10/14	
SMDP MedTech Scholars orientation conference call	9/11/14	2pm Eastern
Add SMDP MedTech Scholar profiles to the SMDP Portal	9/15/14	
Finalize Scholar-Mentor pairing	9/15/14	
Mentor Recruitment:		
Recruit SMDP MedTech mentors	9/3/14	
Obtain biographies and photos from SMDP MedTech Mentors for printed materials and websites	9/8/14	
Send final SMDP MedTech Training Session agenda and program materials to the SMDP MedTech Mentors	9/10/14	
SMDP MedTech Mentors orientation conference call	9/11/14	3:30pm Eastern
Add mentor profiles to the mentoring portal	9/15/14	

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Speaker Selection:		
Develop list of speaker needs for SMDP MedTech Training Session	7/24/14	
Work with O&P Committee and sponsor representatives to identify and confirm speakers	8/16/14	
"Career Choices" panel introduction and orientation call	9/22/14	2pm Eastern
"Getting Hired" panel introduction and orientiation call	9/24/14	3:30pm Eastern
Follow up email thanking the speakers (include SMDP MedTech Post-Program Report I)	10/29/14	
Celebration of Mentoring & Diversity Reception:		
Identify a reception venue	8/4/14	
Select and confirm a keynote speaker	8/4/14	
Invite sponsor representatives to speak at the event	8/11/14	
Post the event on all websites and send it to ICPD email lists	8/25/14	
Send talking points to all speakers	9/5/14	
Invite guests	9/15/14	
Send a press release about the event	9/29/14	
Logistics:		
Secure a hotel room block	8/1/14	
Secure meeting space for the training session	8/1/14	
Confirm Sunday dinner venue	n/a	
Arrange staff travel	9/1/14	
Arrange ground transportation for all participants	??	
Arrage Scholar travel		
Print Training Session Binders	9/8/14	
Print binder inserts	9/8/14	
Print SMDP Training session forms including sign in sheets, evaluation forms, photo releases	9/8/14	
Arrange conference registrations for all participants	9/8/14	
Arrange for participant envelopes which include Expense Reimbursement Forms and SMDP Portal instructions	9/10/14	
Print name badges for the SMDP Scholars, SMDP Mentors, ICPD Staff, Sponsor Representatives, Speakers, and Guests attending the SMDP MedTech training session	9/10/14	
Print 2 SMDP MedTech Sponsor posters: 24"w x 36"h mounted on cork board, matte finish.	10/1/14	
Print 2 "Celebration of Mentoring & Diversity Recepton" posters: 24"w x 36"h mounted on cork board, matte finish.	10/1/14	
Obtain conference badges for all participants	n/a	
Process Scholar, Mentor and staff expense reimbursements	11/5/14	
Program Evaluation:		
Post-Program Evaluation I (Scholars and Mentors on last day of workshops)	10/6/14	
Post Program Evaluation II		
Post Program Evaluation III		
Post-Program Report:		
SMDP MedTech Post-Program Report I		
SMDP MedTech Post-Program Report II		
SMDP MedTech Post-Program Report III		