TARGET DATES

2015 SMDP MedTech:
rev.4/22/15
Training Date: 3-7 Oct 2015
Applicant Deadline: Aug 4, 2015

Outreach and Planning Committee:	Staff / Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Identify committee members and confirm their participatio	S. May	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Establish a calendar of meeting dates	S. May	1/15/15											
SMDP MedTech O&P Committee conference call	All			3/19/15 2pm ET									
SMDP MedTech O&P Committee conference call	All				4/30/15 2pm ET								
Draft agenda for SMDP MedTech Training Session on committee page	E. Freeman					5/5/15							
List of speaker needs on committee page	E. Freeman					5/5/15							
SMDP MedTech O&P Committee conference call	All						6/25/15 2pm ET						
SMDP MedTech O&P Committee conference call	All							7/30/15 2pm ET					
Finalize the SMDP MedTech Training Session agenda	E. Freeman								8/28/15				
SMDP MedTech O&P Committee conference call	All									9/2/15 2pm ET			
Send final SMDP MedTech Training Session agenda including information about Scholars, Mentors and Speakers to the O&P Committee	E. Freeman									9/11/15			
Follow up email thanking the committee (include Post-Program Report I)	E. Freeman										10/30/15		
SMDP MedTech O&P Committee Post-Program Debrief Call	All											11/3/15 2pm ET	
Scholar Selection Committee:													
Identify Selection committee members	S. May							7/5/15					
Add all Selection committee members to the SMDP Portal	D. Savage							7/20/15					
Send overview of Scholar selection process and instructions to the Selection Committee members	E. Freeman							7/30/15					
Selection committee responses due	D. Savage								8/18/15				
Follow up email thanking the selection committee and reporting on the Scholars selected	E. Freeman									9/15/15			
Scholar Recruitment:													
Update the SMDP MedTech Program website	E. Freeman	1/5/15											
Create the SMDP MedTech Scholar application form	E. Freeman	1/5/15											
Create a "Call for Applicants for SMDP MedTech Scholars"	E. Freeman	1/15/15											
Post the SMDP MedTech "Call for Applicants" on all websites	E. Freeman	1/15/15											
Send the SMDP MedTech "Call for Applicants" announcements to ICPD email lists	E. Freeman			3/5/15									
SMDP MedTech Scholars application deadline	D. Savage								8/4/15				
Preliminary screening of SMDP MedTech Scholar applications	D. Savage								8/5/15				
Identify incomplete SMDP MedTech Scholar application forms and send email notifications to candidates informing them of missing items	D. Savage								8/5/15				
Notify all SMDP MedTech Scholars of selection status (both accepted and not)	D. Savage									9/1/15			
Obtain biographies and photos from SMDP MedTech Scholars for printed materials and websites	D. Savage									9/8/15			
Send final SMDP MedTech Training Session agenda and program materials to the SMDP MedTech Scholars	E. Freeman									9/10/15			
Add SMDP MedTech Scholar profiles to the SMDP Portal	D. Savage									9/14/15			
SMDP MedTech Scholars orientation conference call	S. May									9/15/15 2pm ET			
Finalize Scholar-Mentor pairing	E. Freeman									9/25/15			
Mentor Recruitment:													
Recruit SMDP MedTech mentors	E. Freeman								8/7/15				
Send final SMDP MedTech Training Session agenda and program materials to the SMDP MedTech Mentors	E. Freeman								8/18/15				
Obtain biographies and photos from SMDP MedTech Mentors for printed materials and websites	E. Freeman									9/5/15			
Add mentor profiles to the mentoring portal	D. Savage									9/14/15			
SMDP MedTech Mentors orientation conference call	S. May									9/9/15 3:30 pm ET			
Speaker Selection:													
Develop list of speaker needs for SMDP MedTech Training Session	E. Freeman				4/30/15								
Work with O&P Committee and sponsor representatives to identify and confirm speakers	E. Freeman S. May	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing			
"Career Choices" panel introduction and orientation call	E. Freeman S. May									9/9/15 2:00 pm ET			
"Getting Hired" panel introduction and orientiation call	E. Freeman S. May									9/9/15 3:30 pm ET			
Obtain all training slides and brief all speakers	E. Freeman									9/10/15			
Follow up email thanking the speakers (includePost-Program Report I)	E. Freeman										10/29/15		

Celebration of Mentoring & Diversity Reception:	Staff / Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Identify a reception venue	D. Savage							7/14/15					
Select and confirm a keynote speaker	S. May								8/4/15				
Invite sponsor representatives to speak at the event	S. May								8/4/15				
Post the event on all websites and send it to ICPD email lists	E. Freeman								8/26/15				
Send talking points to all speakers	S. May									9/4/15			
Invite guests	E. Freeman									9/11/15			
Send a press release about the event	E. Freeman									9/28/15			
Logistics:													
Secure a hotel room block	D. Savage								8/3/15				
Secure meeting space for the training session	D. Savage								8/3/15				
Confirm Sunday dinner venue	D. Savage								8/3/15				
Arrange staff travel	D. Savage									9/1/15			
Arrange ground transportation for all participants (if needed)	D. Savage									9/5/15			
Confirm travel for all Scholars	D. Savage									9/5/15			
Design training session materials including training slides, handouts, sign in sheets, evaluation forms, photo releases	E. Freeman												
Print training session materials including training slides, handouts, sign in sheets, evaluation forms, photo releases	D. Savage									9/7/15			
Arrange conference registrations for all participants	D. Savage									9/7/15			
Design Sponsor posters	E. Freeman									9/8/15			
Print 2 SMDP MedTech Sponsor posters: 24"w x 36"h mounted on cork board, matte finish.	D. Savage									9/16/15			
Design sponsor recognition slides	E. Freeman									9/16/15			
Arrange for participant envelopes which include Expense Reimbursement Forms and SMDP Portal instructions	D. Savage									9/24/15			
Print name badges for the SMDP Scholars, SMDP Mentors, ICPD Staff, Sponsor Representatives, Speakers, and Guests attending the SMDP MedTech training session	D. Savage									9/24/15			
Obtain conference badges for all participants	D. Savage										10/3/15		
Process Scholar, Mentor and staff expense reimbursements	E. Freeman											11/10/15	
Program Evaluation:													
Post-Program Evaluation I (Scholars and Mentors on last day of workshops)	D. Savage										10/5/15		
Post Program Evaluation II **** Due 2/24/16	D. Savage												
Post Program Evaluation III **** Due 8/25/16	D. Savage												
Post-Program Report:													
SMDP MedTech Post-Program Report I	D. Savage										10/15/15		
SMDP MedTech Post-Program Report II **** Due 3/15/16	D. Savage												
SMDP MedTech Post-Program Report III **** Due 9/15/16	D. Savage												