

rev. Nov 5, 2015

Training Session Start Date: 9/22/18
 Mentor Selection Deadline: 6/24/18 **completed**
 Scholar Application Deadline: 6/1/18
 Scholar Selection Deadline: 6/14/18

2018 SMDP MedTech Target Dates

Post-Program Eval I: 9/25/18
 Post-Program Eval II (at 6 months): 3/21/19
 Post-Program Eval III (at 1 year): 9/17/19

Outreach and Planning Committee:	Staff / Lead	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Identify committee members	S. May	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
SMDP MedTech O&P Committee conference call at 2pm Eastern	All	1/24/18		3/21/18		5/2/18		7/11/17		9/5/17		11/7/17	
Finalized call summary and post online	S. May			3/7/18	4/18/18		6/27/17		8/22/17		10/24/17		
Draft agenda for O&P Call	S. May			3/7/18	4/18/18		6/27/17		8/22/17		10/24/17		
Draft agenda for SMDP MedTech Training Session on committee page	E. Freeman		2/24/18										
List of speaker needs on committee page	E. Freeman		2/24/18										
Finalize Training Session agenda	E. Freeman												
Send final Agenda including info about Scholars, Mentors & Speakers to Committee	E. Freeman							8/13/18					
Follow up email thanking the committee (include Post-Program Report I)	E. Freeman										10/12/18		
Scholar Selection Committee:													
Identify Selection committee members	S. May					5/11/18							
Add Selection committee to SMDP Portal	D. Savage					5/18/18							
Send overview of Scholar selection procedure to the Selection Committee	E. Freeman					5/22/18							
Selection committee responses due	D. Savage						6/19/18						
Thank you email to selection committee reporting on the Scholars selected	E. Freeman						6/26/18						
Scholar Recruitment:													
Update SMDP MedTech Program website	E. Freeman		2/24/18										
Create online Scholar application form	E. Freeman			3/16/18									
Create a "Call for Applicants" flyer for SMDP MedTech Scholars	E. Freeman			3/26/18									
Post "Call for Applicants" on all websites	E. Freeman			3/26/18									
Send the SMDP MedTech "Call for Applicants" announcements to ICPD email lists	E. Freeman			3/26/18									
Identify incomplete Scholar application forms and send email notifications to candidates informing them of missing items	D. Savage						6/1/18						
Notify all SMDP MedTech Scholars of selection status (both accepted and not)	D. Savage						6/14/18						
Obtain bios and photos from SMDP MedTech Scholars for printed materials and websites	D. Savage						6/24/18						
Send final Agenda and program materials to the SMDP MedTech Scholars	E. Freeman								9/7/18				
Add Scholar profiles to the SMDP Portal	D. Savage								9/7/18				
SMDP MedTech Scholars orientation conference call at 2pm Eastern	S. May												
Finalize Scholar-Mentor pairing	E. Freeman								9/16/18				
Mentor Recruitment:													
Recruit SMDP MedTech mentors	E. Freeman						6/24/18						
Send final Agenda and program materials to the SMDP MedTech Mentors	E. Freeman							8/13/18					
Obtain bios and photos from SMDP MedTech Mentors for printed materials and websites	E. Freeman						6/24/18						
Add mentor profiles to the mentoring portal	D. Savage							9/7/18					
SMDP MedTech Mentors orientation conference call at 3pm Eastern	S. May												
Speaker Selection:													
Develop list of speaker needs	E. Freeman		2/24/18										
Work with O&P Committee and sponsors to identify and confirm speakers	E. Freeman S. May		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing					
"Career Choices" panel introduction and orientation call at 2pm Eastern	E. Freeman S. May												
"Getting Hired" panel introduction and orientation call at 3:30pm Eastern	E. Freeman S. May												
Obtain slides and brief all speakers	E. Freeman								9/11/18				
Follow up email thanking the speakers (include Post-Program Report I)	E. Freeman										10/12/18		
Celebration of Mentoring & Diversity:													
Identify a reception venue	D. Savage					5/25/18							
Select and confirm a keynote speaker	S. May							7/9/18					
Invite sponsor representatives to speak	S. May							7/24/18					
Post event on all websites and send to lists	E. Freeman								8/8/18				
Send talking points to all speakers	S. May								8/18/18				
Invite guests	E. Freeman								8/23/18				
Send a press release about the event	E. Freeman									9/7/18			
Mentor of the Year & Scholar of the Year:													
Post the SMDP "Mentor of the Year" & "Scholar of the Year" Awards on all websites and send it to ICPD email lists	E. Freeman			3/26/18									
SMDP Award nominations end	E. Freeman						6/24/18						
SMDP Award voting ends	E. Freeman								8/23/18				
Notify SMDP Award recipients	E. Freeman								8/28/18				
Order SMDP Award Trophies	E. Freeman									9/2/18			
Logistics:													
Secure a hotel room block	D. Savage					5/25/18							
Secure meeting space for the training session	D. Savage						6/14/18						
Confirm Sunday dinner venue	D. Savage							6/29/18					
Arrange staff travel	D. Savage							6/29/18					
Obtain BIO Conference codes	D. Savage								7/19/18				
Arrange ground transportation for participants	D. Savage								7/24/18				
Confirm travel for all Scholars	D. Savage						6/24/18						
Design training session materials including training slides, handouts, sign in sheets, evaluation forms, photo releases	E. Freeman									9/2/18			
Print training session materials including training slides, handouts, sign in sheets, evaluation forms, photo releases	D. Savage									9/8/18			
Design sponsor recognition slides	E. Freeman									9/8/18			
Arrange for participant envelopes which include Expense Reimbursement Forms and SMDP Portal instructions	D. Savage									9/8/18			
Print name badges for the SMDP Scholars, SMDP Mentors, ICPD Staff, Sponsor Representatives, Speakers, and Guests attending the SMDP MedTech training session	D. Savage									9/8/18			
Design Sponsor posters	E. Freeman									9/12/18			
Print 2 SMDP MedTech Sponsor posters: 24" w x 36" h mounted on cork board, matte finish	D. Savage									9/18/18			
Process Scholar, Mentor and staff expense reimbursements	E. Freeman										10/13/18		
Book a photographer	E. Freeman								8/23/18				