rev. Nov 6, 2019

Training Session Start Date:	6/1/19
Mentor Selection Deadline:	4/17/19
Scholar Application Deadline:	4/1/19
Scholar Selection Deadline:	4/17/19

2019 SMDP Biotech Target Dates

Post-Program Eval I:	6/4/19
Post-Program Eval II (at 6 months):	11/28/19
Post-Program Eval III (at 1 year):	5/26/20

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