rev. May 5, 2020

Training Session Start Date:	**9/19/20**	
Mentor Selection Deadline:		
Scholar Application Deadline:		
Scholar Selection Deadline:		

2020 SMDP Biotech Target Dates

Post-Program Eval I:	**9/22/20**
Post-Program Eval II (at 6 months):	**3/18/21**
Post-Program Eval III (at 1 year):	**9/14/21**

	Staff / Lead	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20
Outreach and Planning Committee:													
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	11/5/19		1/21/20		3/24/20		5/5/20		7/7/20		9/8/20	
Finalized call summary and post online			10/22/19	1/7/20		3/10/20	4/21/20		6/23/20		8/25/20		10/27/20
Draft agenda for O&P Call			10/22/19	1/7/20		3/10/20	4/21/20		6/23/20		8/25/20		10/27/20
Draft agenda for SMDP Biotech Training Session on committee page	E. Valerio	2/22/20											
List of speaker needs on committee page	E. Valerio	2/22/20											
Finalize Training Session agenda	E. Valerio												
Send final Agenda including info about Scholars, Mentors & Speakers to Committee	E. Valerio						8/10/20						
Follow up email thanking the committee (include Post-Program Report I)	E. Valerio								10/9/20				
Scholar Selection Committee:													
Identify Selection committee members	S. May												
Add Selection committee to SMDP Portal	D. Savage												
Send overview of Scholar selection procedure to the Selection Committee	E. Valerio												
Selection committee responses due	D. Savage												
Thank you email to selection committee reporting on the Scholars selected	E. Valerio												
Scholar Recruitment:													
Update SMDP Biotech Program website	E. Valerio	2/22/20											
Create online Scholar application form	E. Valerio	3/13/20											
Create a "Call for Applicants" flyer for SMDP Biotech Scholars	E. Valerio		3/23/20										
Post "Call for Applicants" on all websites	E. Valerio		3/23/20										
Send the SMDP Biotech "Call for Applicants" announcements to ICPD email lists	E. Valerio		3/23/20										
Identify incomplete Scholar application forms and send email notifications to candidates informing them of missing items	D. Savage												
Notify all SMDP Biotech Scholars of selection status (both accepted and not)	D. Savage												
Obtain bios and photos from SMDP Biotech Scholars for printed materials and websites	D. Savage							8/25/20					
Send final Agenda and program materials to the SMDP Biotech Scholars	E. Valerio							9/4/20					
Add Scholar profiles to the SMDP Portal	D. Savage							9/4/20					
SMDP Biotech Scholars orientation conference call at 2pm Eastern	S. May												
Finalize Scholar-Mentor pairing	E. Valerio							9/13/20					
Mentor Recruitment:													
Recruit SMDP Biotech mentors	E. Valerio						8/5/20						
Contact local area alum for substitute mentors	D. Savage							8/20/20					
Send final Agenda and program materials to the SMDP Biotech Mentors	E. Valerio						8/10/20						
Obtain bios and photos from SMDP Biotech Mentors for printed materials and websites	E. Valerio							8/25/20					
Add mentor profiles to the mentoring portal	D. Savage							9/4/20					
SMDP Biotech Mentors orientation conference call at 3pm Eastern	S. May												
Speaker Selection:													
Develop list of speaker needs	E. Valerio	2/22/20											
Work with O&P Committee and sponsors to identify and confirm speakers	E. Valerio / S. May		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing					
"Career Choices" panel introduction and orientation call at 2pm Eastern	E. Valerio / S. May												
"Getting Hired" panel introduction and orientiation call at 3:30pm Eastern	E. Valerio / S. May												
Obtain slides and brief all speakers	E. Valerio							9/8/20					
Follow up email thanking the speakers (include Post-Program Report I)	E. Valerio								10/9/20				
Celebration of Mentoring & Diversity:													
Identify a reception venue	D. Savage				5/22/20								
Select and confirm a keynote speaker	S. May					7/6/20							
Invite sponsor representatives to speak	S. May						7/21/20						
Post event on all websites and send to lists	E. Valerio						8/5/20						
Send talking points to all speakers	S. May						8/15/20						
Invite guests	E. Valerio							8/20/20					
Send a press release about the event	E. Valerio							9/4/20					
Logistics:													
Secure a hotel room block	D. Savage				5/22/20								
Secure meeting space for the training session	D. Savage				6/11/20								
Confirm Sunday dinner venue	D. Savage					6/26/20							
Arrange staff travel	D. Savage					6/26/20							
Obtain BIO Conference codes	D. Savage							8/20/20					
Arrange ground transportation for participants	D. Savage						7/21/20						
Confirm travel for all Scholars	D. Savage							8/25/20					
Design training session materials including training slides, handouts, sign in sheets, evaluation forms, photo releases	E. Valerio							8/30/20					
Print training session materials including training slides, handouts, sign in sheets, evaluation forms, photo releases	D. Savage							9/5/20					
Design sponsor recognition slides	E. Valerio							9/5/20					
Arrange for participant envelopes which include Expense Reimbursement Forms and SMDP Portal instructions	D. Savage							9/5/20					
Print name badges for the SMDP Scholars, SMDP Mentors, ICPD Staff, Sponsor Representatives, Speakers, and Guests attending the SMDP Biotech training session	D. Savage							9/5/20					
Design Sponsor posters	E. Valerio							9/9/20					
Print 2 SMDP Biotech Sponsor posters: 24"w x 36"h mounted on cork board, matte finish	D. Savage								9/15/20				
Process Scholar, Mentor and staff expense reimbursements	E. Valerio										11/8/20		