Training Session Start Date:	6/17/17								2	017 SME)P Biote	ch Targ	et Date	
Mentor Selection Deadline:	5/3/17							2017 SMDP Biotech Target Date Post-Program Eval I: 6/20/17 Post-Program Eval II (at 6 months): 12/14/1						
Scholar Application Deadline: Scholar Selection Deadline: Outreach and Planning Committee:	4/8/17								Р	-		-	12/14/17 6/12/18	
	4/28/17 Staff / Lead	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Post-Prog Jul-17	ram Eval III Aug-17	(at 1 year): Sep-17	6/12/18 Oct-17	
Identify committee members SMDP Biotech O&P Committee conference call	S. May	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	
at 2pm Eastern	All	11/8/16		1/24/17	2/21/17		3/4/17	5/16/17		7/11/17		9/12/17		
Finalized call summary and post online Draft agenda for O&P Call	S. May S. May													
Draft agenda for SMDP Biotech Training Session on committee page	E. Freeman	11/19/16												
List of speaker needs on committee page	E. Freeman	11/19/16												
Finalize Training Session agenda Send final Agenda including info about	E. Freeman E. Freeman						5/8/17							
Scholars, Mentors & Speakers to Committee Follow up email thanking the committee							5/6/17							
(include Post-Program Report I)	E. Freeman								7/7/17					
Scholar Selection Committee:														
Identify Selection committee members Add Selection committee to SMDP Portal	S. May D. Savage					3/18/17 3/25/17								
Send overview of Scholar selection procedure	E. Freeman					3/29/17								
to the Selection Committee Selection committee responses due	D. Savage						4/26/17							
Thank you email to selection committee reporting on the Scholars selected	E. Freeman							5/3/17						
Scholar Recruitment: Update SMDP Biotech Program website	E. Freeman	11/19/16												
Create online Scholar application form	E. Freeman		12/9/16											
Create a "Call for Applicants" flyer for SMDP Biotech Scholars	E. Freeman		12/19/16											
Post "Call for Applicants" on all websites Send the SMDP Biotech "Call for Applicants"	E. Freeman		12/19/16											
announcements to ICPD email lists	E. Freeman		12/19/16											
Identify incomplete Scholar application forms and send email notifications to candidates	D. Savage						4/8/17							
informing them of missing items Notify all SMDP Biotech Scholars of selection														
status (both accepted and not)	D. Savage						4/28/17							
Obtain bios and photos from SMDP Biotech Scholars for printed materials and websites	D. Savage							5/8/17						
Send final Agenda and program materials to the SMDP Biotech Scholars	E. Freeman								6/2/17					
Add Scholar profiles to the SMDP Portal	D. Savage								6/2/17					
SMDP Biotech Scholars orientation conference call at 2pm Eastern	S. May							5/31/17						
Finalize Scholar-Mentor pairing	E. Freeman								6/11/17					
Mentor Recruitment:														
Recruit SMDP Biotech mentors	E. Freeman							5/3/17						
Send final Agenda and program materials to the SMDP Biotech Mentors	E. Freeman							5/8/17						
Obtain bios and photos from SMDP Biotech Mentors for printed materials and websites	E. Freeman							5/8/17						
Add mentor profiles to the mentoring portal	D. Savage								6/2/17					
SMDP Biotech Mentors orientation conference call at 3pm Eastern	S. May							5/31/17						
Speaker Selection: Develop list of speaker needs	E. Freeman	11/19/16												
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	E. Freeman							5/17/17						
and orientation call at 2pm Eastern "Getting Hired" panel introduction and	S. May E. Freeman													
orientiation call at 3:30pm Eastern Obtain slides and brief all speakers	S. May E. Freeman							5/17/17	6/6/17					
Follow up email thanking the speakers (include	E. Freeman								0/0/17	7/7/17				
Post-Program Report I)	L. I leellall													
Celebration of Mentoring & Diversity:														
Identify a reception venue Select and confirm a keynote speaker	D. Savage S. May				2/17/17		4/3/17							
Invite sponsor representatives to speak Post event on all websites and send to lists	S. May E. Freeman						4/18/17	5/3/17						
Send talking points to all speakers	S. May							5/13/17						
Invite guests Send a press release about the event	E. Freeman E. Freeman							5/18/17	6/2/17					
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		12/19/16											
	E. Freeman	1		· · · · · · · · · · · · · · · · · · ·							1	1		
SMDP Award nominations end						3/19/17		E/40/17						
SMDP Award nominations end SMDP Award voting ends Notify SMDP Award recipients	E. Freeman E. Freeman					3/19/17		5/18/17 5/23/17						
SMDP Award nominations end SMDP Award voting ends	E. Freeman					3/19/17								
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