**Virtual BEST/VTmtss Summer Institute Task/Timeline**

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| **Task** | **Proposed timeline** | **Person/s Responsible** | **Status** |
| * Develop theme for Institute | September |  |  |
| * Research possible Institute keynote/s | September |  | X |
| * Design graduate course/write syllabus/submit to UVM | October |  | X |
| * Develop request for proposals for strand and workshop presenters | November |  | X |
| * Select strand and workshop presenters. | mid-January |  | X |
| * Notify strand and workshop presenters that they have been accepted | January |  | X |
| * Determine due dates for Institute registration and course registration. | January |  | X |
| * Finalize title for Institute | January |  | X |
| * Design and send “Save the Date” notice. | January |  | X |
| * Edit strand and workshop descriptions. | April 24 |  |  |
| * Post Institute information on web-site | May 1 |  |  |
| * Registrations due. | June 5 |  |  |
| * Billing for schools | June 9 |  |  |
| * Request further information from Strand and Workshop Presenters – Virtual AV (break-out rooms, etc.), pre-readings, handouts | May 22 |  |  |
| * Consult with school teams around pre-institute activities. | May - June |  |  |
| * Draft Institute schedule | April |  | X |
| * Plan Institute large group networking activities. | Spring |  |  |
| * Plan special events – art, music, etc. | April |  |  |
| * Provide TA to participants re registering on website. | May – June |  |  |
| * Collect pre-readings and post on website. | June 1 |  |  |
| * Institute schedule and evaluation finalized | May |  |  |
| * Course registration due. | June 22 |  |  |
| * Course instructors assigned. | June |  |  |
| * Institute materials and logistics finalized | June |  |  |
| * Recruit and orient Institute staff and resource consultants | May, June |  |  |
| * Institute begins. | June 22 |  |  |
| * Reconcile budget/pay bills, summarize evaluations, thank presenters | July, August |  |  |