**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  |  |  |