ICERM Fall Semester Program Organizer Timeline

24-30 Months Prior to Start of Semester Program

Finalize semester program organizing committee	Finalize description for semester program workshops incorportating feedback from SAB	Propose Workshop Organizing Committee and ICERM will review	Provide semester program description and image for creation of webpage	Propose initial list of key research fellows and ICERM will review

18-24 Months

ICERM will send research fellow invites (this process will now be ongoing)	ICERM will begin monthly updates to semester program organizers regarding status of Invited Research Fellows	ICERM and organizers will finalize dates of workshops and organizing commmitees	Workshop organizers provide a blurb and image for the creation of the workshop website

18 Month Mark

ICERM to Open Applications for Semester Program	ICERM begins to Market and Promote	Oganizers promote the opening of applications within their communities	ICERM and Organizers will continue to identify additional research fellows (ongoing)

15-18 Months

Review and rank first round of LTV applications (this process will now be ongoing)	Workshop organizing committes propose speaker lists and ICERM will review

ICERM Fall Semester Program Organizer Timeline

10-15 Months

| ICERM advertises institute postdoc positions | Organizers should actively recruit postdocs and grads | Workshop speakers are finalized after which workshop applications open | @12Month Mark ICERM send workshop speaker invitations |

8-10 Months

| Workshop Organizers will review and rank workshop applicants (will now be ongoing) | Workshop Organizers should start to plan tutorials in the week leading up to the workshop | Semester program organizers should identify a potential research cluster if appropriate | ICERM will begin sending workshop organizers speaker updates (will now be ongoing) |

8 Month Mark

| Rank and Review Postdoc applicants | ICERM will send postdoc offers and timely updates to organizers |

1-3 Months

| Work with ICERM to create and finalize opening event | Start organizing non-workshop week schedules |