20-24 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



16-20 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 propose and finalize dates of workshops and organizing commmitees

Workshop organizers provide a blurb and image for the creation of the workshop website



16 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)



13-16 Months

Review and rank first round of LTV applications (this process will now be ongoing)

Workshop organizing committes propose speaker lists and ICERM directors review proposed speaker lists

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 12 Month Mark Rank and Review Postdoc applicants ICERM will send postdoc offers and timely updates to organizers 9-11 Months ICERM will begin sending workshop organizers speaker updates (will now be ongoing) Semester program organizers should identify a Workshop Organizers will review and rank Workshop Organizers should start to plan tutorials in the week leading up to the workshop potential research cluster if appropriate workshop applicants (will now be ongoing) 1-3 Months Work with ICERM to create and finalize opening event Start organizing non-workshop week schedules