Activity	Category	Deadline	Status	Jun 1-10	Jun 13-17	Jun 20-24	Jun 27-30	Jul 1-8	Jul 11-15	Jul 18-22	Jul 25-29	Aug 1-5	Aug 8-12	Aug 15-19	Aug 22-30	Sept 1-10	Sept 13-17	Sept 20-24	Sept 27-31	Oct 3-7	Oct 10-14	Oct 17-21	Oct 24-31	Nov 1-4	Nov 7-11	Nov 14-18	Nov 21-28	Dec 1-11	Dec 14-18	Dec 21-25	Dec 28-31	Jan 1-8	Jan 11-15	Jan 18-22	Jan 25-29	Feb 2-6	Feb 9-13	Feb 16-20	Feb 23-31	Mar 2-6	Mar 9-13	Mar 16-20	Mar 23-31	COMMENTS
GENERAL/ ADMIN																																													
Event supplier contract	Admin																																												
Define event schedule	Admin																																												
Define general events agenda																																													
COMMUNICATIONS																																													
Design/ approve series branding	Graphics																																												
Design series invite/ save the date	Graphics																																												
Finalize sway	Graphics																																												
Design series ppt, zoom background	Graphics																																												
Prepare comms plan	Comms																																												
Design support pieces as required	Graphics																																												
Design events report	Graphics																																												
Prepare internal comms mailing/ registration kit	Int comms																																												
Prepare invite & registration kit (3 languages)	Comms																																												
Issue registration reminders	Comms																																												
REGISTRATIONS																																													
Set up registration form																																													
EVENT 1:																																													
Define speakers / Panellists																																													
Contact and confirm speakers																																													
Receive material from speakers																																													
Confirm facilitator/MC																																													
Monitor registrations																																													
Send reminder email																																													
Send attendance link																																													
Contact and coordinate with translators																																													
Rehearsal with speakers and MC																																													
Event production																																													
Event recording																																													
Event transcription																																													
Thank you emails																																													
Event report																																													

EVENT 2:			
Define speakers			
Contact and confirm speakers			
Receive material from speakers			
Confirm facilitator/MC			
Monitor registrations			
Send reminder email			
Send attendance link			
Contact and coordinate with translators			
Rehearsal with speakers and MC			
Event production			
Event recording			
Event transcription			
Thank you emails			
Event report			

the importance of robust assessment			
Define speakers			
Contact and confirm speakers			
Receive material from speakers			
Confirm facilitator/MC			
Monitor registrations			
Send reminder email			
Send attendance link			
Contact and coordinate with translators			
Rehearsal with speakers and MC			
Event production			
Event recording			
Event transcription			
Thank you emails			
Event report			

computing and technology in schools			
Define speakers			
Contact and confirm speakers			
Receive material from speakers			
Confirm facilitator/MC			
Monitor registrations			
Send reminder email			
Send attendance link			
Contact and coordinate with translators			
Rehearsal with speakers and MC			
Event production			
Event recording			
Event transcription			
Thank you emails			
Event report			

EVENT 5: A roadmap for innovative education in the Americas: reflections and recommendations			
Define speakers			
Contact and confirm speakers			

Task																																								
Receive material from speakers																																								
Confirm facilitator/MC																																								
Monitor registrations																																								
Send reminder email																																								
Send attendance link																																								
Contact and coordinate with translators																																								
Rehearsal with speakers and MC																																								
Event production																																								
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Thank you emails																																								
Event report																																								