IPHU (Rio, Aug 06)

	4	۱ugu	ıst		Septer	mber		Octo	ber		Nov	embe	r	De	cemb	er	Janu	arv	Fe	bruary	M	arch	A	pril		May		June	
Week number	31	32	33 3	14 3	36	37 38	39	40	41 42	43	44	45 46	47	48 49	50	51 52	1	2 3	4	6 7	8 9	9 10 1	1 12 1	3 14	15 16	17 1	18 19 2	0 21 2	1 1 1
Monday	6	13	20 2	7	8 10	17 24	1	8	15 22	29	5	12 19	26	3 10	17	24 31	7	14 21	28 4	11 18	25 3	3 10 1	7 25	7 14	21 28	5 1	12 19 2	6 2	9 16 23 3
Dates and venue - consultation re dates and venue - finalise													•	•					•										
Planning, coordination and management - preliminary networking - planning group meetings - present course - evaluation, documentation and lessor		1																											
Fund raising																													
Website deveopment - phase1 web (marketing) - phase2 web (draft tchg) - phase3 web (final tchg & logistics)																													
Program framework - draft proposal posted - modify framework as faculty negotiati	oons	proce	eed																										
Recruit faculty and develop topics - finalise program and need for tchrs - explore interest in participating - confirm invitations to teachers - lecturers prepare draft materials - deadline for peer review feedback - finalisation teaching plans and tchg m	nateria	als																											
Student recruitment - commence marketing (website, email	liete)																												
<ul> <li>deadline for receipt of applications</li> <li>decisions on acceptances and scholar</li> <li>notices and liaison</li> <li>liaison (pre-reading, travel, etc)</li> </ul>		5																							l				
Logistics (dates, venues, etc) - consultation re proposed crse & dates - finalise dates - book venue	6																												
- book accomodation     - appoint PT administrator in Savar     - post and distribute logistics advice     - contract caterers																													
recruit volunteers for various jobs     finalise local logistics Follow up alumini and project groups																													