✓	Timeline ICI March	Timeline ICI Sept	Description
	October	April	**Contact Registrar - Gather student information**
			- Student who missed last years ICI
			- Sophie Davis Students
			- Student back from research
	November		**Contact Student Affairs** - MBTI Scheduling
	October	April	**Create preliminary calendar schedule for ICI months - Note for any holidays**
	August	December	**Reserve rooms in Meeting Room Manager** - Always updating depending upon groups
	November	April	**Create/amend curriculum with your directors**
	November	April	**Recruit past lead faculty members**
			Set up ICI Meetings
	November	April	- Lead Team Meetings (Monthly if possible)
	Weekly	Weekly	- ICI Team Meetings (Weekly)
	February	August	- Faculty Training Meetings
	February	August	- Student Liaison Meetings
	November	April	**Contact Meg Anderson (OSCE Coordinator) and Paul Kim (Simulation Coordinator)**
	November	November	- Reserve rooms at the NYSim Center
	November	April	- Recruit SPs (Actors)
	March	September	- Setup training sessions
	March	September	- Prep forms such as invoices, vendors, ICQ, and W9 (SP Actors)
	March	September	- Prep forms such as vendors, ICQ, W9 and honorariums (Outside Speakers)
	January	June	**Collect data for all curriculum course**
			- Goals and Objectives
			- Faculty Guide - Ask lead faculty members
			- Pre-course assignments (Homework)
			- MAKE UP assignments
			- Course slides (PowerPoint)
			- HTML Links
			- Video Links
	January	June	**Create Groups for ICI courses**
	January	June	**Create syllabus** - Post on ALEX and email students
	February	August	**Post all dates and courses and groups on ALEX/CURIE including faculty participation**
	December	May	**Recruit staff for OSCE/Simulation and Workshops**
	December	May	- Ask for clerkship coordinators for help, including staff from CCSE, POM & OME
	December	May	- A/V Department
	March	September	- Education IT
	January	July	- Turning Technology IT (Clickers)
	March	September	**Create Documents before ICI week**
			- Folders for faculty, pre-install slides for workshops
			- Attendance sheets for all lectures and workshops
			- Simulation Grade Sheets with students face photos
			- Order lunch for snacks, wrap up
	April	October	**Closing ICI**
			- Collect all attendance sheets and create an excel grade sheet
			- Notify students for MAKE UP assignments
			- Collect OSCE grade, separate grade sheets and comments and combine to single file
			- Upload OSCE grade sheet to students **e**Portfolio
			- Collect evaluation data of ICI
	May	November	- Create faculty letters "Thank You Letters" with course evaluation report & comments