

Schedule of Responsibilities: Kaleidoscope TED Board Representatives

Month	Activity
January	N/A
February	<ul style="list-style-type: none"> • Feb. 1 – Confirm room set up for CEC Kaleidoscope • Feb. 21. – Create TED call for papers
March	<ul style="list-style-type: none"> • March 1 – Send TED call for papers to be posted on website • March 21 – Create CEC call for papers • March 30 – Prepare TEDLines report and send to Karen
April	<ul style="list-style-type: none"> • April 1 – Send reminder email to students regarding acceptance and details of CEC Kaleidoscope (i.e., date and time of presentations, reminder to bring presentation materials/equipment, and raffle items) • April 10 – Prepare board report for CEC • April 21-24 – CEC Conference
May	<ul style="list-style-type: none"> • May 1 – Deadline for TED proposal submissions • May 21 – Assign papers for review to reviewers
June	<ul style="list-style-type: none"> • June 1 – Deadline for CEC paper submission; Deadline for Student Rep. applications • June 10 – Deadline for all TED reviews to be completed and returned with ratings • June 30 – Notify TED presenters of acceptance and rejection
July	<ul style="list-style-type: none"> • July 1 – Notify Student Rep. Applicants of decision • July 7 – Assign papers for review to reviewers • July 21 – Deadline for all CEC reviews to be completed and returned with ratings
August	<ul style="list-style-type: none"> • Aug. 15 – Notify CEC presenters of acceptance/rejection
September	<ul style="list-style-type: none"> • Sept. 1 – Assist Conference Chair with notifying recruiters for TED (ticket sales for student reception); Conform room set up for TED • Sept. 15 – Prepare TEDLines report and send to Karen
October	<ul style="list-style-type: none"> • Oct. 10 – Send reminder email to students regarding acceptance and details of TED Kaleidoscope (i.e., date and time of presentations, reminder to bring presentation materials/equipment, and raffle items)
November	<ul style="list-style-type: none"> • Nov. 1 – Prepare board report for TED • Nov. 10-14 – TED Conference • Nov. 10-Distribution of CAN training application
December	<ul style="list-style-type: none"> • Dec. 15 – Prepare TEDLines report and send to Executive Director