



Event/Activity	Person(s) Responsible	Date	Comments
Confirm PDI facility	Co-Chairs, Convention Planner	July	
Confirm faculty	Co-Chairs	July	
PDI Conference Call	Co-Chairs	July	
Reserve room block for faculty	Co-Chairs, Convention Planner	September	
Submit updated all PDI documents and submit application to National Office for posting on N4A website	Co-Chairs	September	
Send PDI information to Regional Directors for regional meetings	Co-Chairs	September	
PDI Conference Call – Curriculum Planning	Co-Chairs & Track Leaders	November	
PDI Conference Call – Logistics	Co-Chairs, Executive Director, and Host Institution	November	
PDI projected budget sent to National Office	Co-Chairs	November	
PDI Conference Call	Co-Chairs, Executive Director	December	
Submit PDI report to Division Director for Mid-year Board meeting	Co-Chairs	December	
PDI Conference Call	Co-Chairs, Executive Director	January	
Host institution contacted to discuss/confirm food suppliers and assistance with transportation and delivery of PDI materials	Co-Chairs	February	
PDI Application Due		March 15th	

PDI Participant Selections and packets mailed	PDI faculty	March 20-25th	
PDI tuition payments due	Participants	April 15th	
Mail packets to L vs. M faculty (VU information/self assessment/mentor matches/ interview & resumes)	L v. M Track Leader		
Order PDI shirts, materials, portfolios awards/recognitions, print certificates	Co-Chairs	April	
Confirm all logistics (meals, transportation, curriculum)	Co-Chairs	April	
PDI Faculty Conference Call & Power point presentations and handouts due to Co-Chairs	Co-Chairs, PDI Faculty	April	
Complete PDI Master Agenda	Co-Chairs	May	
Confirm food orders/payment/delivery locations	Co-Chairs	May	
Confirm transportation payment	Co-Chairs	May	
Arrange any special transportation (guests, NBA, N4A president)	Co-Chairs	May	
Plan for purchasing session break snacks	Co-Chairs, Executive Director	May	(credit card)
Write notes for hotel front desk	Co-Chairs	May	
Refine Master Agenda	Co-Chairs	May	
PDI certificates created	Co-Chairs	May	
Get L vs. M faculty to volunteer to coordinate (interviews, huddle ups, etc.)	Co-Chairs	May	
Compile and finalize closing ceremony agenda	Co-Chairs, Track Leaders		

Print materials to be shipped to hotel	Co-Chairs	May	
Make up case study and scenario groups	NP Track Leader	May	
Make up performance teams	LS Track Leader	May	
All PDI materials shipped to Convention site/host institution	National Office, Co-Chairs	7 business days before 1 <sup>st</sup> day of PDI	
Send out reminder e-mail to participants (request flight and cell phone information)	Co-Chairs	June	
Confirm plan for picking up snacks	Co-Chairs, Executive Director	June	
PDI site walk through	Co-Chairs	Day before 1 <sup>st</sup> day of PDI	
Confirm Huddle Ups/Case Study Groups/ Interview Process	L vs. M Track Leader	Night before PDI starts	
Confirm Case Study/Scenario Groups Process	NP Track Leader	Night before PDI	
Confirm Performance Team Process	LS Track Leader	Night before PDI	
PDI reception	PDI faculty and participants	Night before PDI	
Implement PDI	PDI Faculty	TBD	
Submit final budget report to National Office	Co-Chairs	June. Ideally, 2 weeks after conclusion of N4A National Convention	

