

Due Date	Responsible	Task	Requested By	Contact
16.Jun.10	Secretariat and E&O Team	Send guidance for London presentations and Census slide library	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
30.Jun.10	All Census Projects, Cross-Projects	Send updated information about forthcoming synthesis publications for consideration in the 2010 Report and October press release	SSC Liaisons, Synthesis Group, Secretariat	Kristen Yarincik, Michele DuRand
9.Jul.10	E&O Team	Distribute presentation template and Title slides to Projects, NRICs	E&O Team	Sara Hickox
21.Jul.10	All Census Projects	Review banners and other print materials for London (to occur at Rhode Island workshop)	E&O Team	Sara Hickox, Darlene Crist
21.Jul.10	All Census Projects	Review list of materials that will be provided electronically at the London events (on a USB drive giveaway item for future use) (to be done at July 21-23 URI workshop)	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
21.Jul.10	All Census Projects, NRICs	Review of 2010 Report (name to be determined - sometimes referred to as "Book of Records")	E&O Team	Darlene Crist
21.Jul.10	E&O Team	Create a "cover" for NRIC PLoS papers (for distribution electronically and in print -- NRICs in charge of own printing)	Synthesis Group, Secretariat and E&O Team	Sara Hickox, Michele DuRand
23.Jul.10	All Census Projects, NRICs	Review project related information (speakers, video/poster titles and authors/credits) in draft London programs (to be done at July 21-23 URI workshop)	Secretariat and E&O Team	Kristen Yarincik and Sara Hickox
23.Jul.10	All Census Projects, NRICs, others as needed	Review October 4th Press release (to be done at July 21-23 URI workshop)	E&O Team	Darlene Crist
30.Jul.10	All Census Projects, NRICs	Send photos of Census people (from workshops, field work, cruises, etc.) to Secretariat for London slide show	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
1.Aug.10	All Census Projects	Submit financial outlook for remainder of 2010 to Sloan	Sloan	Jesse Ausubel
1.Aug.10	All London Attendees	Register for London via the online registration site	Census "London" Team	Kristen Yarincik, Sara Hickox, Darlene Crist, Michele DuRand
13.Aug.10	All Census Projects, NRICs	Ensure all participants in your project (and updated as necessary - since its initial planning workshop) are entered into the online Community Database	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
13.Aug.10	All Census Projects, NRICs, Cross-Projects	Submit London presentations and slides for Census library to Secretariat	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
15.Aug.10	All Census Project, NRICs	Submit your videos to be shown during the London symposium (and those to be posted to the web portal) to the E&O Team	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
15.Aug.10	All Census Projects, NRICs	Make sure list of Sponsors and Partners (at http://comsecretariat.oceanleadership.org/about/partners-and-sponsors/) is up to date. Please note new website.	Secretariat	Kristen Yarincik
15.Aug.10	All Census Projects, NRICs, Cross-Projects	Notify Secretariat if your Project/NRIC/group wishes to include a SINGLE program-specific item in the "goody bag" for London (for example, MAR-ECO will provide a brochure with purchase information for "Life in the Mid-Atlantic" by Peter Boyle, HMAP will provide a DVD of videos, data and images). Quantities of 450 needed. Note: this is optional. Links to 24 Sep arrival due date below.	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
15.Aug.10	Secretariat and E&O Team	Arrange to send every Census participant (as indicated by the Community Database) a copy of the final Census 2010 report, National Geographic Map, and a thank you letter	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
1.Sep.10	Census Synthesis Group, Secretariat, E&O Team	Prepare a library of slides to be used for briefings post-London	SSC	Kristen Yarincik
1.Sep.10	Sloan and Secretariat	Distribute guidance on final reporting requirements (final reports required by Sloan will include information needed by SSC/Secretariat/E&O)	Sloan and Secretariat	Jesse Ausubel, Kristen Yarincik
10.Sep.10	All Census Projects, NRICs, Cross-Projects	Submit PDF versions of your Posters for London to the E&O Team for posting on the Portal (public access to occur simultaneously with news release Oct 4). Note, late posters will not be able to be included in the public release.	Secretariat and E&O Team	Sara Hickox, Kristen Yarincik
15.Sep.10	All Census Projects, NRICs, E&O, Secretariat	Prepare your websites for Internet Archive	E&O Team	Sara Hickox
24.Sep.10	All Census Projects, NRICs, Cross-Projects	Any program-specific items (see above) for the London "goody bag" must arrive in London by 24 Sep. Note: this is optional. Each group is allowed ONE item in a quantity of 450. Please inform the Secretariat what your item will be in advance. Individual groups are responsible for shipping their item to London and having it arrive by the due date (24 Sep). Late items will not be included. Please contact the Secretariat for shipping information.	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
1.Oct.10	All Census Projects	Contribute to Encyclopedia of Life: populating marine species page and linking to EOL in online products (refer to "EOL Expectations" of June 2010)	Secretariat and E&O Team	Kristen Yarincik, Darlene Crist
1.Oct.10	All Census Projects, NRICs, Cross-Projects	Ensure all publications are entered (and updated as necessary) in the online Bibliographic Database	Secretariat and E&O Team	Kristen Yarincik, Sara Hickox
1.Oct.10	E&O Team	Create password-protected imagery (photos, videos) asset library for use by Census community in post-London communications efforts	SSC	Kristen Yarincik
1.Oct.10	E&O Team	Post all videos submitted by Census projects and NRICs to the web Portal	E&O Team	Sara Hickox
1.Oct.10	E&O Team	Ship bulk orders of 2010 Reports and National Geographic Maps to the Census community	E&O Team	Sara Hickox
6.Oct.10	All Census Projects	Collect your project banners to take home	E&O Team	Sara Hickox
6.Oct.10	All Census Projects, NRICs	Relax! Census 2010 Celebration (7-30pm)	Census "London" Team	Kristen Yarincik, Sara Hickox, Darlene Crist, Michele DuRand
8.Oct.10	Secretariat	Send copy of 2010 Summary Report, NGS map, and thank you letter to each participant listed in the online Community database	SSC and Secretariat	Kristen Yarincik
8.Oct.10	Secretariat	Distribute a survey to the Census community to complete regarding an evaluation of the program	Secretariat	Kristen Yarincik
31.Oct.10	All Census Projects, NRICs	Mail a "thank you" packet to your key sponsors and partners, including both a copy of the 2010 Report and the National Geographic Map (refer to guidance from E&O Team)	E&O Team	Sara Hickox
15.Nov.10	All Census Projects / Project chapter authors	Provide links for online version of McIntyre chapters (details to be provided later)	Synthesis Group	Michele DuRand
25.Nov.10	All Census Projects, NRICs, others as needed	Submit completed program evaluation surveys to the Secretariat (evaluations to be sent to participants electronically following the London events)	Secretariat	Kristen Yarincik
31.Dec.10	All Census Projects, NRICs	Submit final report to Sloan (special guidance forthcoming - will include information needed by SSC/Secretariat/E&O)	Sloan and Secretariat	Jesse Ausubel, Kristen Yarincik
31.Jan.11	All Sloan-funded projects & committees	Final technical & financial reports on Sloan grants due to Sloan	Sloan	Jesse Ausubel
Ongoing	All Census Projects, NRICs	Seek and report on media coverage of Project and participants (Report to URI E&O team)	E&O Team	Darlene Crist
Ongoing	All Census Projects, NRICs	Share general Project news with Secretariat and URI E&O team	Secretariat and E&O Team	Kristen Yarincik and Darlene Crist

Note: This sheet identifies anticipated tasks for the coming months, but, ultimately, requests may not be limited to those listed here, and we apologize for that.

Legend:	Synthesis
	London-related
	E&O
	Program Management / Secretariat / Sloan