

# P-20 International Ed Summit September 18, 2003

## Teaching & Learning in a Global Community

### Project Plan

*Purpose of the Summit:* Implement first major public engagement event; provide linkages to professional development; assess states' needs in policy and economic areas with regard to International Ed

Task	Resources	Est. Date Status	Actual Date
■ determine date and location	UW HUB, LLC	Feb 14 <b>Complete</b>	Feb 14
■ create website for summit <a href="http://internationaledwa.org/summit.htm">http://internationaledwa.org/summit.htm</a>	Web provider	Apr-May <b>Complete</b>	Apr 28
■ clarify purpose (theme) and agenda for the Summit	Summit planning meetings	Apr-May <b>Complete</b>	May 27
■ identify interested supporters and advisory group (OSPI, State, UW, schools, businesses, NFLC, etc.)	OSPI, Coalition members, UW, others?	Apr-May <b>Complete</b>	June 5
■ determine distribution channels with help of OSPI and other co-sponsors	OSPI, Coalition	Apr-Jun <b>Complete</b>	June
■ create Advisory Board for the Summit	Coalition and others?	May-Jun <b>Complete</b>	June 5
■ draft content for Summit flyer for graphic designer	Graphic designer (Richard Thornton)	May <b>Complete</b>	May 25
■ create flyers to advertise the summit	Graphic designer (Richard Thornton)	May <b>First draft complete</b>	May 27
■ attend Project Directors' Conference in North Carolina	Michele Asia Society	May 28-30 <b>Complete</b>	May 28-30
■ add registration form to website <i>Not actual form, just email info</i>	Michele	Jun <b>Complete</b>	June 15
■ finalize room reservations with UW HUB <i>Extended hours to 6:30 for World Affairs Council</i>	HUB, LLC	Jun <b>Complete</b>	June 20

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<b>Task</b>	<b>Resources</b>	<b>Est. Date Status</b>	<b>Actual Date</b>
■ continue identifying co-sponsors and participants	Contacts from Coalition	Jun <b>Complete</b>	June 24
■ print flyers <i>Printed flyers for OSPI Summer Institute and WASA/AWSP conference and ESDs</i>	Printer	Jun <b>Complete</b>	June 24
■ arrange for CEUs (clock hours for teachers) and credit course <i>World Affairs Council will offer clock hours for 3-hour pm session</i>	UW Educational Outreach & World Affairs Council	Apr-Jul <b>Complete</b>	July
■ line up final speakers/facilitators	Coalition assistance	Jul <b>Complete</b>	August
■ print more flyers	Printer	Jul <b>Complete</b>	July
■ send out flyer/letters by mail and email	School contact lists, Non-profits, emails, etc.	Jul-Aug <b>In progress</b>	
■ arrange for transitional music for Summit	GlobalSound	Jul-Aug <b>Complete</b>	July
■ set up logistics (registration, food, coffee service etc.)	Uwajimaya, Starbucks, Asia Society, UW	Jul-Aug <b>In progress</b>	
■ order or create Summit handout materials and print them	UW, LLC, Asia Society	Aug-Sep <b>In progress</b>	
■ assemble packets	Grace Norman, Asia Society	Sep	
■ set up registration	Grace Norman, Asia Society	Sep	
■ give final count for bento lunches	Uwajimaya	Sep	
■ hold the Summit		Sep 18	