



IDDS Curriculum Worksheet

Final Detailed Schedule for Sharing

Two Schedules

By this point, many organizers, participants, and special guests will be asking when particular sessions are. It is helpful to have a final schedule ready for sharing on the blog and ready for participants when they arrive to help mitigate those requests as well as to make sure people are aware of what sessions they are responsible for and when they will be.

For this reason it is helpful to have 2 schedules. One is the final copy of the detailed schedule filled out below for internal use. The second is one that is available for public viewing (which you can simply delete or hide the “space”, “leader” and “notes” sections).

Please complete the schedule on the following page and:

- **Share a complete copy with the whole organizing team** (so they know what sessions they are leading, when they are, and/or what materials they need to have ready when). **On this copy, it may also be helpful to mark out when you will meet together as organizers.**
- **Share a abbreviated copy on the blog** for participants and any special guests. You can simply hide or delete the “space”, “leader”, and “notes” sections.

1 year

9 mo

6 mo

3 mo

1 mo

During

1 mo
after