**Coaches**

**Monday**

\_\_ Introduce External Expert to team

\_\_ Discuss timeframe for PSA completion with team

\_\_ Set appointment time for External Expert to view PSA and provide feedback

 Appointment Time:

\_\_ Support team as they work to complete PSA

\_\_ Take notes for team on PSA feedback from External Expert

\_\_ Support team as they revise and edit PSA

*\_\_ (Optional) Support team in writing presentation script*

*\_\_ (Optional) Practice presentation with team*

\_\_ Discuss next steps with team

**Tuesday**

\_\_ Review next steps from Monday with team

*\_\_ (Optional) Set appointment time for External Expert to view PSA and provide feedback*

 *Appointment Time:*

*\_\_ (Optional) Take notes for team on PSA feedback from External Expert*

\_\_ Support team with finalizing PSA

\_\_ Support team in writing presentation script

\_\_ Practice presentation with team

\_\_ Set appointment time for External Expert to watch presentation and provide feedback

 Appointment Time:

\_\_ Take notes for team on presentation feedback from External Expert and dress rehearsal

\_\_ Support team as they finalize presentation

\_\_ Discuss next steps with team

**Wednesday**

\_\_ Review next steps from Tuesday

\_\_ Support team as they finalize presentation

\_\_ Practice presentation with team

\_\_ Support team in final preparations for showcase

**External Experts**

**Monday**

\_\_ Meet team for which you are the External Expert

\_\_ Discuss timeframe for PSA completion with team

\_\_ Set appointment time for you to view PSA and provide feedback

 Appointment Time:

\_\_ Provide team with feedback on PSA using PBI Global Feedback Form

\_\_ Discuss PSA feedback and plan for editing and revision with team

**Tuesday**

*\_\_ (Optional) Set appointment time for you to view PSA and provide feedback*

 *Appointment Time:*

*\_\_ (Optional) Provide team with feedback on PSA using PBI Global Feedback Form*

\_\_ Discuss timeframe for presentation readiness with team

\_\_ Set appointment time for you to watch presentation and provide feedback

 Appointment Time:

\_\_ Provide team with feedback on presentation using PBI Global Feedback Form

\_\_ Discuss presentation feedback with team

**Wednesday**

*\_\_ (Optional) Set appointment time for you to view presentation and provide feedback*

 *Appointment Time:*

*\_\_ (Optional) Provide team with feedback on presentation using PBI Global Feedback Form*

\_\_ Support team in final preparations for showcase

**Teams**

**Monday**

\_\_ Meet External Expert

\_\_ Discuss timeframe for PSA completion with External Expert and Coach

\_\_ Set appointment time for External Expert to view PSA and provide feedback

 Appointment Time:

\_\_ Work to complete PSA

\_\_ Discuss and review PSA feedback from External Expert

\_\_ Revise and edit PSA

*\_\_ (Optional) Write presentation script*

*\_\_ (Optional) Practice presentation*

\_\_ Discuss next steps with Coach

**Tuesday**

\_\_ Review next steps from Monday with Coach

*\_\_ (Optional) Set appointment time for External Expert to view PSA and provide feedback*

 *Appointment Time:*

*\_\_ (Optional) Discuss and review PSA feedback from External Expert*

\_\_ Finalize PSA

\_\_ Write presentation script

\_\_ Practice presentation

\_\_ Set appointment time for External Expert to watch presentation and provide feedback

 Appointment Time:

\_\_ Discuss and review feedback from External Expert and dress rehearsal

\_\_ Finalize presentation

\_\_ Discuss next steps with Coach

**Wednesday**

\_\_ Review next steps from Tuesday

\_\_ Finalize presentation

\_\_ Practice presentation

\_\_ Complete final preparations for showcase

\_\_ Present your research at the PBI Global Student Summit Showcase