**DCEG ‘Mortality Tracker’ Webinar**

**Promotion Outline and Status**

| **What** | **When** | **Who** | **Outcome** | | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Logistics** | | | | | |
| **Select Webinar Date and Time** | * **Weds, Jun 24** * **9:30 – 10:30 am** | **Jonas/Carl /Amar/Lynn** | | **Date certain** | * **One Hour** |
|  |  |  | |  |  |
| **Post on the Hub site** | **06.10.20** | **Amar** | | **Reference for registrants** |  |
|  |  |  | |  |  |
| **Agree on delivery method: WebEx, MS Teams, other** | **WebEx** | **All** | |  | * **Plan to record and post slides (if any) + recording** * **CBIIT staff to run and record (ask Laurie)** |
|  |  |  | |  |  |
| **List serv of Staff Scientists** |  | **Lynn** | | **How to reach Staff Scientists** | * **Jackie provided a list serv** |
|  |  |  | |  |  |
| **Monitor # of registrants** | **Ongoing** | **Amar/CBIIT** | | **Inform promotion** |  |
|  |  |  | |  |  |
| **Promotion** | | | | | |
| **Send note to Huddle for awareness** | **After the date is set, asap** | **Lynn/Carl** | | **Awareness among training directors** | * **Tell them email is coming; Ask them to help promote to their groups** |
|  |  |  | |  |  |
| **All-NCI staff email** | **2-3 weeks prior** | **Amar/Lynn/Carl/CBIIT Communications** | | **Broad awareness** | * **Jonas approved; Submitted on 06.10.20** * **Consider sending a follow-on reminder close to the webinar date** |
|  |  |  | |  |  |
| **Detailed email about content to the following:**  **All the CBIIT workshop lists:**   * **CCR** * **All NCI Fellows** * **NCI Program Directors** * **DCEG** * **DCEG Fellows** * **DCTC** * **DCCPS** * **FNL - BIDS** | **2-3 weeks prior**  **(same as above)** | **Amar/Lynn/Carl** | | **Broad awareness, including past workshop recipients** | * **Send from the CBIIT Data Science Training Mailbox**   + **Promote as a DCEG offering of interest to all NCI** |
|  |  |  | |  |  |
| **Detailed email about the content:**   * **All registrants of the DS LX** | **Same as above** | **Amar/Lynn/Carl** | | **Awareness among Data Science Learning Exchange Registrants** |  |
|  |  |  | |  |  |
| **Post info on the DS LX website and MS Team site** | **Same as above** | **Amar/Lynn/Carl** | | **Awareness among Data Science Learning Exchange Registrants** | **On General site and some of the channels, as appropriate** |
|  |  |  | |  |  |
| **Send info to the following Listservs:**   * **Bioinformatics Users Forum** * **NIH Internal Data Science Listserv** | **Same as above** | **Amar/Randy Johnson**  **Lynn/Erin Walker** | | **Broad awareness at NCI**  **And NIH** |  |
|  |  |  | |  |  |
| **Announcement on MyNCI** | **Same as above** | **Amar/Lynn/Carl/OCPL** | | **Broad awareness** | **My NCI landing page**  <https://mynci.cancer.gov/home> |
|  |  |  | |  |  |
| **MyNCI training calendar page** | **Same as above** | **Amar/Lynn/Carl/OCPL** | | **Broad awareness** | [**https://mynci.cancer.gov/news-events/calendar**](https://mynci.cancer.gov/news-events/calendar) |
|  |  |  | |  |  |
| **ITAAG Newsletter** | **Due May 22** | **Lynn/Carl/CBIIT Communications** | | **Broad awareness** | **Vicki Van Arsdale, CBIIT** |
|  |  |  | |  |  |