

Preparation Flow

There are several tasks for more than one person in preparation process of weekly materials. In this guideline, you will find tasks for document writer, document reviewer, problem preparer and problem reviewer.

Document Writer

- **4 weeks before the lecture:** Document writer is assigned with topic and helper document/links.
- **3 weeks before the lecture:** Document writer finishes the outline and asks for review.
- **2 weeks before the lecture:** Document writer finishes the document and delivers it to reviewer. For document format please examine the Document Preparation Guideline and LaTeX [template](#).
- **1 week before the lecture:** In the time between previous step and this step, reviewer and document writer discusses on the document and document writer finalizes the document according to these discussions. There will be separate discord channels for these discussions(For more information, see Discord Guide).
- **Lecture week:** Document writer gives a lecture on the document at inzva. This lecture should be maximum of 3-4 hours and supported by example problems/codes. After the lecture, people should be able to discuss the lecture topics at inzva with the lecturer.

Problem Preparer

- **4 weeks before the contest(3 weeks before the lecture):** Problem preparer is assigned with preparation of a problem set about specific document's topics(this document should be assigned to another person 1 week before). He/She should prepare about 10 problems for practice(will be published after related lecture) and a contest about 5 problems(will hold at inzva 1 week after the related document's lecture). For more information about problem selecting/writing see Problem Preparation Guide.
- **2 weeks before the contest(1 week before the lecture):** Problem preparer finishes the practice problems and contest. Before finishing the problems, he/she should be in communication with related document writer in order to avoid using same problems.
- **1 week before the contest(Lecture week):** In the time between previous step and this step, reviewer and problem preparer discusses on the problems. Then problem preparer finalizes the practice problems according to these discussions. After the related lecture, practice problems will be published. Though it is recommended to finish reviews of contest problems until this step, priority is the practice problems in this step. There will be separate discord channels for these discussions(For more information, see Discord Guide).
- **2 days before the contest:** Deadline for contest problems with reviews. Again it is recommended to finish contest problems with practice problems. This step is for review of contest problems.
- **Contest week:** Problem preparer does the editorial session for the contest at inzva.

Document Reviewer

- **4 weeks before the lecture:** Document reviewer is assigned to a document writer. After this time, he/she should answer the questions of document writer.
- **3 weeks before the lecture:** Document reviewer should review the outline of the related document and give feedbacks to document writer. After discussions, document writer starts with the first draft.
- **2 weeks before the lecture:** Document reviewer should review the document and give feedbacks to document writer. After discussions with document writer, document should be finalized 1 week before the lecture. There will be separate discord channels for these discussions (For more information, see Discord Guide).

Problem Reviewer

- **4 weeks before the contest(3 weeks before the lecture):** Problem reviewer is assigned to a problem preparer. After this time, he/she should answer the questions of problem preparer.
- **2 weeks before the contest(1 week before the lecture):** Problem reviewer should review the practice problems (and contest problems if they are ready) and give feedbacks to problem preparer. After discussions with problem preparer, practice problems should be finalized before the lecture. There will be separate discord channels for these discussions (For more information, see Discord Guide).
- **1 week before the contest(lecture week):** In the time between previous step and this step, reviewer and problem preparer discuss on the problems. Then problem preparer finalizes the practice problems according to these discussions. After the related lecture, practice problems will be published. Though it is recommended to finish reviews of contest problems until this step, priority is the practice problems in this step. There will be separate discord channels for these discussions (For more information, see Discord Guide).
- **2 days before the contest:** Deadline for contest problems with reviews. Again it is recommended to finish contest problems with practice problems. This step is for review of contest problems.

	-4	-3	-2	-1	Lecture	Contest
D W	Lecture assigned	Outline deadline	First draft deadline	Final document deadline	the day	
D R	Review assigned	Outline review	First Draft Review	Final review	the day	
P S		Contest assigned	5/10 problems	10/10 problems	finetune	Contest problems deadline
P R		Review assigned	Practice problems review	Practice problems review	finetune	Contest problems review