

**2012 Host Placement Week Checklist –  
A Guide to Remembering What to Do, Where to be, and When to be there  
Placement Week: November 14-18, 2011**

(New Participants) Register and create Host Office profile in the Knauss Host Database by Friday, October 21, 2011, COB. <http://pier.seagrant.noaa.gov/>

(Participants from Last Year) Revise host information in Database Friday, October 21, 2011, COB

Fill out Placement Week host office interview schedule and email to [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) (DEADLINE = Tuesday, November 8, 2011, COB). Interview schedule can be found at:

For Executive:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo.html>

For Legislative:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo.html>

Sign up for host presentations by specifying preferred time slot in Database. Preferred presentation times will be honored to the extent possible.

Presentations will be at:

**Executive:** Monday, November 14, 2011, 8:00 AM to 5:00 PM at the Consortium for Ocean Leadership, 1201 New York Ave, NW, Washington, DC 20005

**Legislative:** Tuesday, November 15, 1:00 to 3:30 PM, Capital Visitors Center

(EXECUTIVE HOSTS ONLY) Send email confirming financial support for the fellow to [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) by Thursday, November 10, 2011, COB

Receive interview dates and times from National Sea Grant Office (by fax or email) Please make sure that your contact information is updated.

**Executive:** Tuesday, Nov. 15, by 12:30 PM

**Legislative:** Tuesday, Nov. 15, by 5:30 PM

Conduct Interviews

**Executive:** Tuesday, Nov. 15, 2011 starting at 1:00 PM through Thursday, Nov. 17, 2011 at 4:00 PM

**Legislative:** Wednesday, Nov. 16, 2011 starting at 9:00 AM through Friday, Nov. 18, 2011 at 11:00 AM

Email Finalist rankings to National Sea Grant Office at [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)

**Executive:** Friday, Nov. 18, 2011 by 6:30 AM

**Legislative:** Friday, Nov. 18 by 12:00 PM

Sign Ratification Document

(EXECUTIVE HOSTS ONLY) Send National Sea Grant Office budget and accounting information for transfer of funds