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| **SEPTEMBER** | **OCTOBER** | **NOVEMBER** | **DECEMBER** | **JANUARY** | **FEBRUARY** |
| Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingInterdisciplinary Research meetupHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingInterdisciplinary Research meetupHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingInterdisciplinary Research meetupHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingHoSO monthly 121 |
| SALC e-newsCNW e-newsBHM reading list | SALC e-newsCNW e-newsMHC all-staff weekly mailerMHC brochure call for content | SALC e-newsCNW e-newsMHC all-staff weekly mailerMHC brochure proof editingMHC brochure production | SALC e-newsCNW e-newsMHC brochure printing | SALC e-newsCNW e-newsMHC all-staff weekly mailer | SALC e-newsCNW e-newsMHC all-staff weekly mailer |
| 7-9 BAJS Conference8 UN Literacy Day12 Chancellor’s Induction day19 WELCOME WEEKSALC Wellbeing projectUCAE rebrandGlass corridor poetry exhibition | 1 Open Day2 CM anniversary3 Sir Peter Bazalgette workshop5 Teachers day10 World Mental Health day10 BHM David Olusoga event15 Open Day15 David Olusoga/Ellah Wakatama19 LDC Research Cafe20 BPA/MLF Jon Savage/Cosey Fanni Tutti20 After Hours eventBlack History MonthInaugural LecturesCM web launchMLF 2022 8x partnership events (7-23) | 8 BPA Research event Jon Savage/Graeme Park24 BPA/MLF New OrderInaugural lecturesRelaxed Performance campaign planning | 2 International Day for the Abolition of Slavery3 International Day for persons with disabilities8 Danels at Manchester Jewish Museum15 Jazz concert16 Relaxed Performance19 Christmas holidays start | 15 Term starts24 International day of educationIPC team meetingPoetry Competitions team meeting | 21 International Mother Language DayIPC PlanningPoetry Competitions Planning |
|  |  | Evaluate: Anthology, Lit Live,  |  | Evaluate: Winter WCLCs, Danels, Relaxed Performance |  |

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| **MARCH** | **APRIL** | **MAY** | **JUNE** | **JULY** | **AUGUST** |
| Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingInterdisciplinary Research meetupHoSO monthly 121CIPR CPD deadline | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingInterdisciplinary Research meetupHoSO monthly 121 | Social media groupSocial responsibility fortnightlyFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingHoSO monthly 121 | Social media groupFaculty Comms week-aheadCreative Manchester monthly team meetingResearch Comms monthly team meetingInterdisciplinary Research meetupHoSO monthly 121 | Social media groupFaculty Comms week-aheadCNW weeklyCreative Manchester monthly team meetingResearch Comms monthly team meetingHoSO monthly 121 |
| SALC e-newsCNW e-news | SALC e-newsCNW e-newsMHC all-staff weekly mailerMHC brochure call for content | SALC e-newsCNW e-newsMHC all-staff weekly mailerMHC brochure proof editingMHC brochure production | SALC e-newsCNW e-newsMHC brochure printing | SALC e-newsCNW e-newsMHC all-staff weekly mailer | SALC e-newsMHC all-staff weekly mailer |
| 8 International Women’s Day8 Collaborative Research Symposium with MacFest/Muslim Women’s Art Foundations20 Day of Happiness21 World Poetry Day21 Schools Poetry 21 Poetry Competition OpensInternational Photography Competition 27 Term ends28-30 Bresson Conference | 16 Term begins20 International Chinese Language Day23 World Book Day, English Language Day, Spanish Language Day30 International Jazz Day | Faculty Leadership ConferenceIPC closesIPC judgingPhD students in schoolsSchools poetry competition judged | IPC Awards and ExhibitionMHC Brochure Call for ContentMicropoetry Competition ClosesMicropoetry entries collatedSchools poetry winnersCommunity Festival Pride month | MHC Brochure proofsMHC Brochure designMHC Brochure productionCNW Brochure copy and proofsCNW Brochure designDanels fyer and posterIPC Exhibition moves to Glass CorridorMicropoetry shortlistingMIcrpoetry judgingMicropoetry winners announdec | MHC Brochure distributionCNW Brochure productionP&DRs20-year anniversary planningSchools Comms Strategy for 23/24 |
|  | Evaluate Bresson Conference |  | Evaluate Micropoetry Competition, IPC |  |  |