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| **SEPTEMBER** | **OCTOBER** | **NOVEMBER** | **DECEMBER** | **JANUARY** | **FEBRUARY** |
| Social media group  Social responsibility fortnightly  Faculty Comms week-ahead  CNW weekly  Creative Manchester monthly team meeting  Research Comms monthly team meeting  Interdisciplinary Research meetup  HoSO monthly 121 | Social media group  Social responsibility fortnightly  Faculty Comms week-ahead  CNW weekly  Creative Manchester monthly team meeting  Research Comms monthly team meeting  HoSO monthly 121 | Social media group  Social responsibility fortnightly  Faculty Comms week-ahead  CNW weekly  Creative Manchester monthly team meeting  Research Comms monthly team meeting  Interdisciplinary Research meetup  HoSO monthly 121 | Social media group  Social responsibility fortnightly  Faculty Comms week-ahead  CNW weekly  Creative Manchester monthly team meeting  Research Comms monthly team meeting  HoSO monthly 121 | Social media group  Social responsibility fortnightly  Faculty Comms week-ahead  CNW weekly  Creative Manchester monthly team meeting  Research Comms monthly team meeting  Interdisciplinary Research meetup  HoSO monthly 121 | Social media group  Social responsibility fortnightly  Faculty Comms week-ahead  CNW weekly  Creative Manchester monthly team meeting  Research Comms monthly team meeting  HoSO monthly 121 |
| SALC e-news  CNW e-news  BHM reading list | SALC e-news  CNW e-news  MHC all-staff weekly mailer  MHC brochure call for content | SALC e-news  CNW e-news  MHC all-staff weekly mailer  MHC brochure proof editing  MHC brochure production | SALC e-news  CNW e-news  MHC brochure printing | SALC e-news  CNW e-news  MHC all-staff weekly mailer | SALC e-news  CNW e-news  MHC all-staff weekly mailer |
| 7-9 BAJS Conference  8 UN Literacy Day  12 Chancellor’s Induction day  19 WELCOME WEEK  SALC Wellbeing project  UCAE rebrand  Glass corridor poetry exhibition | 1 Open Day  2 CM anniversary  3 Sir Peter Bazalgette workshop  5 Teachers day  10 World Mental Health day  10 BHM David Olusoga event  15 Open Day  15 David Olusoga/Ellah Wakatama  19 LDC Research Cafe  20 BPA/MLF Jon Savage/Cosey Fanni Tutti  20 After Hours event  Black History Month  Inaugural Lectures  CM web launch  MLF 2022 8x partnership events (7-23) | 8 BPA Research event Jon Savage/Graeme Park  24 BPA/MLF New Order  Inaugural lectures  Relaxed Performance campaign planning | 2 International Day for the Abolition of Slavery  3 International Day for persons with disabilities  8 Danels at Manchester Jewish Museum  15 Jazz concert  16 Relaxed Performance  19 Christmas holidays start | 15 Term starts  24 International day of education  IPC team meeting  Poetry Competitions team meeting | 21 International Mother Language Day  IPC Planning  Poetry Competitions Planning |
|  |  | Evaluate: Anthology, Lit Live, |  | Evaluate: Winter WCLCs, Danels, Relaxed Performance |  |

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| **MARCH** | **APRIL** | **MAY** | **JUNE** | **JULY** | **AUGUST** |
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| 8 International Women’s Day  8 Collaborative Research Symposium with MacFest/Muslim Women’s Art Foundations  20 Day of Happiness  21 World Poetry Day  21 Schools Poetry  21 Poetry Competition Opens  International Photography Competition  27 Term ends  28-30 Bresson Conference | 16 Term begins  20 International Chinese Language Day  23 World Book Day, English Language Day, Spanish Language Day  30 International Jazz Day | Faculty Leadership Conference  IPC closes  IPC judging  PhD students in schools  Schools poetry competition judged | IPC Awards and Exhibition  MHC Brochure Call for Content  Micropoetry Competition Closes  Micropoetry entries collated  Schools poetry winners  Community Festival  Pride month | MHC Brochure proofs  MHC Brochure design  MHC Brochure production  CNW Brochure copy and proofs  CNW Brochure design  Danels fyer and poster  IPC Exhibition moves to Glass Corridor  Micropoetry shortlisting  MIcrpoetry judging  Micropoetry winners announdec | MHC Brochure distribution  CNW Brochure production  P&DRs  20-year anniversary planning  Schools Comms Strategy for 23/24 |
|  | Evaluate Bresson Conference |  | Evaluate Micropoetry Competition, IPC |  |  |