

The background of the slide features two macaws in flight. One macaw is large and positioned on the left, with its wings spread wide, showing vibrant blue, yellow, and red feathers. The second macaw is smaller and located on the right side. They are flying over a dark, textured background that represents a forest canopy. In the top right corner, the date 'OCT. 17' is written in blue, 'OCTOBER' in red, and '30' in a large red font.

OCT. 17
OCTOBER
30

AI Guide Academy: Program Timeline and Key Dates

Welcome to the AI Guide Academy program timeline. This document outlines all crucial dates and milestones for instructors and AI Guides participating in the program. From the application phase through working periods to the final reporting, this timeline will help you plan accordingly and ensure a successful collaboration.

Program Timeline Overview

Application Phase

July - August



Selection & Hiring

August - September

Working Period

September - February



Conclusion & Reporting

February - April

Application and Selection Phase

Instructor Application Window

From July 1st - Open until filled

Instructors submit their applications to participate in the AI Guide Academy program.

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Selection and Hiring Period

From acceptance through Sept. 5th

Instructors review applications, conduct interviews, and select their AI Guides.

Important: Allow up to 3 weeks for HR to complete paperwork!

Early application is encouraged to ensure adequate time for the selection process and to accommodate the administrative requirements from HR.

Program Launch and Working Period

Training Period Begins

September 15 - October 3

AI Guides officially begin their training with instructors. This initial period is crucial for AI Guides' skill development. Training is mandatory and takes place both online through our Moodle course, and in person during our live session. Training hours are part of Hiwis' official work hours.



During this period, instructors should schedule regular check-ins with their AI Guides to ensure a smooth onboarding experience and address any initial questions or concerns.

Mandatory Training Sessions

October 17

First Live Training

The first training session for all program participants.

October 30

Second Live Training

Second training date for those unable to attend the first session.

These training sessions will cover essential program information, best practices, and provide opportunities for questions and clarification. **Attendance at one of the Live Training sessions is mandatory.**

Exchange Meetings Schedule

November 21, 2025	First Exchange Meeting
December 19, 2025	Second Exchange Meeting
January 23, 2026	Third Exchange Meeting

Exchange meetings provide valuable opportunities for participants to share experiences, discuss challenges, and learn from peers. Exchange meetings are not mandatory, however, all AI Guides and instructors are welcome to attend these collaborative sessions.

Program Conclusion Events

Final Barcamp Event

February 27

A collaborative unconference-style event where participants share insights, present projects, and celebrate achievements from the program.


Final Reporting Period

March 30 - April 17

Instructors and AI Guides submit final reports and provide feedback about their experience with the program.

These final events are crucial for program evaluation and improvement. Participation in both the Barcamp and the feedback process is required for program completion.

Important Reminders

 **HR Processing Time:** Allow up to 3 weeks for HR to complete paperwork after selecting an AI Guide.

Training Requirement

Attendance at one of the two live training sessions (October 17 or October 30) is mandatory for program participation.

Exchange Meetings

Regular attendance at exchange meetings ensures ongoing support and maximizes learning opportunities throughout the program.

Final Reporting

Comprehensive feedback is essential for program improvement. Set aside adequate time for thoughtful completion of final reports.

Mark these dates in your calendar now to ensure you don't miss any critical program components.