

HOW TO: organize an expert panel on vector borne diseases

THINGS YOU NEED:

- Speaker (s) -possibly both small and large animal experts depending on the need of the area
- Location
- Advertisements
- An audience/group of people to ask questions
- Pamphlets for attendees to take home

SPEAKER:

- May be an expert on vector borne disease
- May be a clinician with a special interest in vector borne disease prevention
- Someone willing to volunteer their time and expertise for a few hours!

LOCATION (LOCATION LOCATION)

- Pick a spot
 - Auditorium on campus
 - Auditorium in the community
 - Other commonly used function space
- Reserve the location early! Talk to the administrator who is in charge of scheduling for the space ASAP
- Ask speaker for dates that will work for him/her, then use those to reserve the room
- Make sure it is a time when community members are like to attend! (ie. Not a holiday, probably in the evening/on a weekend)

ADVERTISEMENT

- Once speaker and location have been reserved, ADVERTISE
- Put up flyers around the community: supermarkets, schools (ask first), malls, local stores, local vet hospitals, everywhere you can!
- Getting the word out will help ensure good attendance and will make the experience more valuable for all

PREPARED QUESTIONS

- Since community members may or may not come with questions about all areas that the speaker wants to cover, think about questions that could be used to prompt conversation.
- Ideally, a pamphlet answering FAQs could be distributed so that the community will have a reference to take home with them

THE ACTUAL EVENT

- Make sure to remind the speaker of their commitment one week/a few days ahead of time!!!
- Call the location to make sure it is still reserved
- Get there early, put out refreshments; make sure that all computers and lights are set up correctly
- Make sure that appropriate questions are being asked, and that the speaker is staying on task
- Keep the event within the time limit that it is supposed to be, may need to close the event and say that questions can be answered one on one later

-Help out the speaker by providing relevant graphs, images, etc on a computer projector system (if available).

FOLLOWUP:

- Write a thank you note to any speakers involved in the panel!
- Make sure to clean everything up (of course)