

# HOSPITAL TRAINING – NO CONTRACTS



Only non-paid speakers, no contracts required. Speaker presentations must be approved by local BI.

Topic:

Venue:

Date:

| A: PLANNING THE EVENT                                                               |  |
|-------------------------------------------------------------------------------------|--|
| COMPLETION DATE ▼                                                                   |  |
| Hospital registration                                                               |  |
| Hospital agreement (Portugal, France, Italy)                                        |  |
| Save the date                                                                       |  |
| Book speaker (no payment)                                                           |  |
| Book meeting room                                                                   |  |
| Invite list                                                                         |  |
| Develop agenda                                                                      |  |
| Send invites with agenda                                                            |  |
| Prepare slides/content<br>(allow 6 weeks if new material has to be approved)        |  |
| Check if you have enough material (allow 6 weeks if new material has to be ordered) |  |
| <i>Welcome Pack Folder</i>                                                          |  |
| <i>Agenda (Printed locally from template)</i>                                       |  |
| <i>Checklists (Printed locally)</i>                                                 |  |
| <i>Carabiner Cards</i>                                                              |  |
| <i>Wing Pins</i>                                                                    |  |
| <i>Softback Notebook A4</i>                                                         |  |
| <i>Pens (supplied by venue)</i>                                                     |  |
| <i>Workshop Certificates (Printed locally from template)</i>                        |  |

| B: 4 WEEKS BEFORE THE MEETING                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| COMPLETION DATE ▼                                                                                                                               |  |
| Send out invitation (meeting title, dates, location details, aim of meeting, agenda, accommodation, logistic details, contacts for information) |  |

| C: 2 WEEKS BEFORE THE EVENT                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| COMPLETION DATE ▼                                                                                                                                                                    |  |
| Phone to check the meeting room                                                                                                                                                      |  |
| Confirm number of participants                                                                                                                                                       |  |
| Check the availability of AV equipment                                                                                                                                               |  |
| Speaker briefing                                                                                                                                                                     |  |
| Check all printed material                                                                                                                                                           |  |
| Check the invitation confirmed attendees and send reminder if necessary                                                                                                              |  |
| If applicable send speaker presentation to local BI.<br>Approval of speaker presentations to be documented under: "Events and Meetings" under an event specific folder on Sharepoint |  |

| D: DAY BEFORE THE EVENT                          |  |
|--------------------------------------------------|--|
| COMPLETION DATE ▼                                |  |
| Send out reminders                               |  |
| Check slides                                     |  |
| Pointer + batteries                              |  |
| Test software or other tools used during meeting |  |
| Prepare material                                 |  |

| E: EVENT DAY                                        |  |
|-----------------------------------------------------|--|
| COMPLETION DATE ▼                                   |  |
| Meeting room set up - completed 1 hour before start |  |
| Check the computer and speaker presentations        |  |
| Check the audio visual equipment                    |  |
| Take picture for Community page                     |  |

| F: EVENT FOLLOW UP                    |  |
|---------------------------------------|--|
| COMPLETION DATE ▼                     |  |
| Follow up within 1 week               |  |
| Feedback on Basecamp / Community page |  |
| Send a Thank you email                |  |