

Teaching for Quality (Te4Q) Workshop Host Site Guidelines

Max Participants: 30

The host site is responsible for providing adequate space and logistical support for the workshop. In addition to a dedicated logistics staff for meeting planning and support, there must be a faculty-level course director. Appropriate communication with institutional clinical and academic leadership as well as coordination with internal offices such as CME and/or Faculty Development will be critical to the success of the effort. CME credit is optional and provided by the host institution.

Clinical and Academic Leadership

There must be involvement of appropriate leadership in both clinical and academic areas to support participants' initiatives.

- ✓ Act as executive sponsors for projects and promote to other stakeholders
- ✓ Create mechanisms to enable participant project implementation including accountability for the institutional investment.

Course Director

This is an institutional faculty level coordinator responsible for:

- ✓ ensuring support from both Academic and Clinical leadership
- ✓ inviting or promoting to faculty participants
- ✓ ensuring that participants meet workshop requirements (have QI/PS experience)
- ✓ sending participants communication about the workshop, including required pre-course work
- ✓ providing final participant list to AAMC workshop coordinator
- ✓ informing institutional leadership (clinical and academic) about the workshop
- ✓ ensuring participants complete required assignments and evaluations (AAMC staff will track and provide regular status reports)

Logistics Staff

This is a meeting planner assigned from the host institution. He/she is responsible for:

- ✓ meeting space and parking arrangements
- ✓ ordering food and beverage
- ✓ participant registration and sign in
- ✓ creating table name tents and name badges
- ✓ providing any required hand-out materials (generally minimal)
- ✓ arranging technical support

Specific Logistical Requirements

Registration

- ✓ Mechanism for inviting/registering participants in accordance with workshop planning

- ✓ Complete roster of participants including name, credentials, faculty title, and email address
- ✓ Provide participant information to AAMC staff
- ✓ Staffed sign in each morning of workshop* *May be additional requirements for CME credit

Meeting Space

- ✓ Meeting space must be able to accommodate the number of participants seated in rounds of 5 or 6
- ✓ Name tents and name badges for each participant

Audiovisual/Technology

- ✓ Internet access for all participants and workshop faculty/staff
- ✓ Adequate electrical outlets to accommodate laptops for each participant, presentation and workshop staff
- ✓ Presentation laptop, LCD projector, screen, and laser pointer
- ✓ 2-4 flip charts with markers and method for hanging on the wall

Workshop Materials

Most materials are electronic and provided to participants in advance, but there may be a minimal number of hard copies needed on-site.

Food and Beverage

Host site is responsible for ordering and paying for food and beverage in appropriate amounts for number of participants. Recommended order includes:

Day 1: Breakfast, morning refreshments, lunch, afternoon refreshments

Day 2: Breakfast, morning refreshment. Lunch is optional—workshop will adjourn by noon. Course director may elect to serve lunch and provide additional team working time if desired.

Budget

Host sites should budget internal expenses for all logistics listed above.