



NAFV Continuing Education SOP Doc

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Help Guide: Setting Up NAFV Continuing Education Events

NAFV emphasizes professionalism and expertise and promotes continuing education, teamwork, and a standard of excellence. NAFV hosts continuing education events whenever possible and offers courses as a membership incentive. This document has been created to serve as a guiding document to aid in the planning of continuing education events.

Step 1: Identify local liaison, location & date.

Coordinating all the logistics from the national office is impossible. Each district and regional area is made up different demographic and geographic challenges. Working together with a local liaison is crucial to help extend the reach in terms of communication, but also to be able to tailor each course to the needs of local veterinarians.

To identify a liaison, first check to see if there are any local coordinators. If not, with the help of the nearest coordinator, pick a few names from the database that are local to the general area where you'd like to hold the CE event and approach them about coordinating. Also, we often have veterinarians reach out to us in hopes of volunteer opportunities. Offering them the opportunity to host a CE event is a great way to get them involved and help us recruit new members.

Next, you'll need to gage the selected venue's tech resources and if it has the necessary presentation equipment including laptop/computer, projector, projection screen, and sound system (for projecting videos from a laptop, for example). NAFV has a portable projector that could potentially be used if someone from NAFV will be attending the event

Together with your coordinator, draft an email to send out to the local members, and local non-members if you can get the list, to figure out a date that would work. **This helps determine whether there are any broader agency commitments or conferences that we wouldn't want to conflict with. In the end, the real determinant of the date seems to really be the availability of the venue and speakers.** In picking a location, check local resources such as public libraries, university spaces, and community centers which often are equipped for educational events and are generally inexpensive. This should be a collaborative effort between the NAFV national office and local coordinators. The coordinators will have to lead the location effort, as it is hard to do this remotely.

Also, generally, we have found that volunteers respond better to commenting & editing information rather than drafting or initiating information. That is to say, proposing

locations/drafts/time frames and asking for feedback is usually more successful than asking people to provide initial drafts/ideas.

Step 2: Identify Topics and Find Speakers

With the help of a local coordinator or member, draft an a blast email to send out to local members requesting topics they would be interested in learning about, and whether anyone would be interested in leading a topic. Once you have a general sketch of your topics and programming, with the help of a local coordinator, member, or local district office, select a few speakers with interesting topics or subject-matter-expertise in pathology, epidemiology, program food safety or public health infrastructure.

There is also a small fraction of the budget that can be used for lodging & travel expenses if need be. It is also good practice to have back-up speakers well versed in the topics planned in case that any speakers fall through.

Step 3: Reach out to local State VMA or Veterinary Medical Board

Once you have a draft of an agenda, research who the points of contacts are with either the State Veterinary Medical Association or the State Veterinary Medical Board. Depending on which state you're dealing with, the requirements for CE will be different. Generally, you will need an agenda with presentation titles and identified speakers, abstracts, speaker bios, learning objectives, and the hours you are programming for in order to apply for accreditation.

Step 4: Create & Distribute Agenda/meeting Notice

Once you have gathered topics, speakers, and if you get the accreditation results in time, draft an agenda & email invite and begin to blast out notices. Generally, it's good to send the notice at least 4 times, two initial ones, then another the week before the week of the event, and then another the week of the event. Also try and include the meeting invite on the website, our social media accounts, and the *Federal Veterinarian*.

Step 5: Gather Day-Of Essentials

For each meeting you'll need to make the materials to send via courier or mail to your local coordinator. You'll have to use the supplies in the administrative office closet to create folders for each participant, and if need be each speaker.

1. **Meeting Signs:** You'll need to send printed signs with the NAFV logo, meeting room, and pertinent details. Also try and print a couple with arrows pointing to the right and a couple with arrows pointing to the left. This way, your local coordinator has an easy time posting these at the location of the CE event. Try to also include a sign for the door & sign in table.
2. **Sign in sheet:** Sign in sheets are often requested as proof for accrediting bodies. Make sure to create one with RSVP names on it, and then leave room for others to sign in below. Make sure to leave a column for addresses and email addresses in case we need to send anything to the attendees afterwards.

3. **Certificates:** Preprint enough certificates for those attending, and then a few extra blank ones that can be filled out on the day of.
4. **Nametags:** Pre-print name tags if possible.
5. **Other supplies like tape, markers, pens, paper products (paper plates, napkins), cups, etc.**

Step 6: Order Food

Order food from a local shop – pizza is usually cheapest. Arrange purchase of drinks, ice, cups, paper products and cutlery is necessary. Food can be purchased by NAFV if the budget allows. Otherwise, sponsorships can be sought, or another option is to charge the attendees for each meal. This is something that should be decided with the help of the NAFV Secretary/Treasurer.

Checklist:

- LOCAL COORDINATOR/LIASION
- LOCATION – CONFIRM RESERVATION and EQUIPMENT NEEDS
- DATE & TIME
- IDENTIFY TOPICS/PROGRAMMING & SPEAKERS
- MAKE INVITATION/AGENDA
- REACH OUT TO LOCAL VMA OR VETERINARY MEDICAL BOARD
- APPLY FOR CE CREDITS (IF APPLICABLE)
- AGENDA/MEETING NOTICE
 - EMAIL BLASTS
 - WEBSITE
 - SOCIAL MEDIA
 - FEDERAL VETERINARIAN
- DAY-OF LOGISTICS
 - SIGN IN SHEET
 - SIGNS TO POST ON DOORS
 - CERTIFICATES
 - NAME TAGS
- ORDER PIZZA & DRINKS