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)