How-To Guide: Hosting a Spring Virtual Learning Session Engagement Event at Your Care Center

1

Send out a virtual invitation to the single ventricle community at your care center

- Invite people to attend 45 minutes prior to start of the session for introductions.
- Invite people to stay 60 minutes past the end of the session for knowledge sharing.

2

Reserve 4 rooms at your care center

- One room large enough to accommodate everyone attending (care team + patients/family).
- Three smaller rooms for breakout sessions.
- All rooms should be equipped with audio and visual for sharing the Learning Session.

3

Have food available for attendees

- Recommendation is breakfast, lunch, and snacks (but will depend on your time zone).

4

Email confirmed attendees 4 – 6 weeks ahead of time (depending on how much time you need to plan)

- Remind people to plan to attend 45 minutes ahead of the session start and to stay 60 minutes past the end of the session.
- Ask if there are any dietary restrictions.
- Ask which breakout sessions attendees plan to attend.
  - Use this information to ensure someone from the care center will be in each session attended by a patient/family. A care center team member should be assigned to walk patients/families to the appropriate room and coordinate the audio/visual.

5

Host your event

- Have a care team member at the entrance to greet patients/families and show them where to go.
- Enjoy breakfast and a round of introductions before the Learning Session starts.
- Optional: Have a quick ice breaker!
- Ensure a care center team member is responsible for each breakout session to walk patients/families to the appropriate room, coordinate the audio/visual, and take notes for sharing with the larger group.
- Use the hour at the end of the session to have the care team member (or patient/family) share what was presented in each breakout session. This allows everyone to benefit from the sessions, even if they did not attend.