



Pharmacy Practice
Managers



Pharmacy
Student Forum

Student Leadership Development Workshop

Pre-session Details

- ☐ Determine/ estimate the number of individuals planning on attending the program
- ☐ Bring name tags for participants if not already supplied at the event.
- ☐ Secure AV and Sound equipment (laptop, projector, 2-3 lapel microphones, floor microphone- if large group is expected)
- ☐ Determine appropriate setup of the room where you will be presenting depending on the number of individuals attending. (8 top circular tables preferred)
- ☐ Have a head table that seats at least 4 individuals. This should be placed at the front of the room for the breakout session the mock executive committee.
- ☐ Develop program promotional flier to send out prior to the event. May also consider passing out to students at the registration desk to promote the program.
- ☐ Determine who will be printing out cases for all students to take with them following the program. (Estimates for printing cases: divide estimated number of students by 4, make that many copies of each case plus some extras) Slides and other materials are posted on the ASHP SLDW website. <http://www.ashp.org/SLDW>
- ☐ Determine the number of facilitators that will be needed for the session and confirm with email. Set up a 30 minute conference call to review roles and responsibilities prior to event.
- ☐ Prepare tent cards for each discussion table listing the topics. (Recommend using numbering system)
- ☐ Assure that 1 legal pad and pens/ pencils are available for each table and 5 pads for the head table (For breakout session executive members).
- ☐ Bring 3 sheets of colored paper to assist with breakout session time keeping for 5 minute sales pitch. (1 red, 1 yellow, 1 green)
- ☐ About two weeks prior to registration deadline, send a targeted email to student chapter presidents informing them of the program and provide information to share with other members at their college of pharmacy.