
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

(3.2) Seminar Planning

Overview

The West Virginia Clinical & Translational Science Institute champions the importance of professional development through seminars to enhance the skills of clinician scientists, students, early stage investigators, and any individual involved in clinical and translational research. Strategic seminar planning and efficient execution is critical to the success of disseminating the appropriate information to the intended audience.

Purpose

The purpose of this policy is to identify the procedure by which the WVCTSI staff plan seminars.

Scope

This policy applies to all seminars hosted by WVCTSI.

Definitions

Seminar – training or a meeting where information is disseminated regarding clinical and translational science research hosted by WVCTSI. Seminars include, but are not limited to, clinical and translational seminar series, guest speakers, and workshops.

Coordinating core – the WVCTSI core originating the seminar or activity

Policy

Procedures

- The idea or need for a seminar will be discussed among coordinating core staff and approved by the appropriate core director.
- The coordinating core staff will communicate with the presenters(s) to arrange date of seminar, topic, audience, room layout and any special needs.

- Coordinating core staff will review key calendars when selecting a date. These calendars include those of relevant WVCTSI leadership, WVCTSI event calendar, and relevant institutional academic calendars.
- If seminar presenters are based outside of the Morgantown, West Virginia area, the core staff and administrative staff will work with them in planning travel and hotel accommodations.
- Prior to promotion, the coordinating core staff will determine whether offering continuing education (CE) credit would be appropriate/needed for the seminar. The core staff will then work with the Professional Development program staff to arrange CE details and to gather the appropriate information needed for the CE credit documentation.
- The coordinating core staff will work with WVCTSI administrative support staff, who will assist with the following:
 - Scheduling of the venue & arranging MDTV/Zoom (for broadcast to partner locations and recording for later dissemination)
 - Ordering catering for event, if needed
 - Distributing flyers throughout the WVU Health Sciences Center
 - Logistics set-up prior to event
 - Managing sign-in sheets
 - Processing any expense documentation following the seminar
- The coordinating core staff will work with the WVCTSI communications coordinator to develop promotional materials for the seminar. The communications coordinator will review and approve all promotional material prior to distribution.
- The communications coordinator will promote any educational programs and seminars through various internal and external communication channels including, but not limited to: WVCTSI's Listserv, website and social media accounts, partner calendars, and partner digital news systems.
- The communications coordinator will edit and distribute video of the program/seminar (if available) and post on WVCTSI's website and social media channels. The coordinating core staff must obtain permission from the presenter(s) in advance of broadcasting and/or recording the seminar.
- Any expenses associated with the seminar should be processed through the appropriate channels (i.e. Mountaineer Marketplace, My Expenses, etc) by the coordinating core.

Co-Hosting Seminars

In the spirit of collaboration and leveraging resources, sometimes WVCTSI co-hosts seminars with partner institutions/schools/colleges/programs/departments.

- Early in the planning process, roles and responsibilities for the seminar will be outlined in writing and agreed upon by the co-hosts. Both parties will complete the WVCTSI Event/Activity Cohosting Agreement form to clearly articulate these needs. These details may include funding sources (if needed), promotional responsibilities, presenter support responsibilities, and logistical event support roles.
- If WVCTSI is asked to co-sponsor an event with funding only, the coordinating core program staff will inform the WVCTSI director of finance in advance so that the funds can be allocated to the appropriate account. It is preferred that WVCTSI funds be used for a specific expense such as catering, venue rental, audio visual needs, etc.
- WVCTSI will promote co-sponsored seminars through its internal and external communications channels and will review and approve, prior to distribution, any promotional material that includes the WVCTSI logo.

Roles and Responsibilities

It is the role of coordinating WVCTSI core staff and leadership to ensure that planned seminars fit within the goals and mission of the WVCTSI.

The coordinating core will manage logistics planning for their relevant seminars.

The Professional Development core program staff will coordinate with the Continuing Education Office if CE credit is to be provided for a seminar.

The WVCTSI communications coordinator will oversee promotional efforts for seminars with input from the coordinating core.

References and Authority

CE credit guidelines: <http://medicine.hsc.wvu.edu/ce>

Revision History

Revision	Date
This procedure was revised to reflect the accurate staff titles and the updated technology used to collaborate and share material. The scope of this procedure has also been broadened to not only apply to Professional Development Core seminars but all WVCTSI seminars.	March 2018

Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/10/18



Approved By

4/10/18

Date



Event/Activity Sponsorship Agreement

Event/Activity Name:

Primary Host (College, Department, etc):

Event/Activity Date:

Event/Activity Time:

Type of Support Requested:

- Monetary (\$ _____)
- Event Planning/Logistics Support
- Promotional/Advertising Support
- Other:

Roles and Responsibilities of Host:

Roles and Responsibilities of WVCTSI:

Host/Partner _____	Date _____	WVCTSI _____	Date _____		
WVCTSI Core:	Admin	CRDEB	CRRF	CEO	PP
	PD	LabTech	TE		