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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **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 investigators, and any individual involved in clinical and translational research. Strategic seminar planning and efficient execution is imperative 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 Education Coordinator, Communications Coordinator, and Senior Program Assistant plan seminars.

### **Scope**

This policy applies to all seminars hosted by the Professional Development (PD) Core of the WVCTSI. However, the PD Core may assist other Cores within WVCTSI in seminar planning.

### **Clarification**

The primary focus of this procedure is seminar planning in the PD Core. Other Cores in WVCTSI may request assistance from the PD Core with developing educational programming around their resources and services.

### **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, Research Boot Camp, guest speakers, and workshops.

# Policy

## Procedures

- The Education Coordinator will be the primary contact for planning educational seminars and coordinate all parties involved.
- The Education Coordinator will communicate with the presenters(s) to arrange date of seminar, topic, audience, room layout and any special needs.
- If seminar presenters are external to WVU or WVU Health Sciences Center, the Education Coordinator and Senior Program Assistant will work with them in planning travel and hotel accommodations.
- The Education Coordinator will determine if continuing education (CE) credit or continuing medical education (CME) credit will be available for the seminar and complete all necessary paperwork for event.
- The Education Coordinator works with the Senior Program Assistant, who helps with the following:
  - Scheduling of the venue & arranging MDTV (for broadcast to partner locations and recording for later dissemination)
  - Order catering for event, if needed
  - Distribute flyers throughout the WVU Health Sciences Center
  - Logistics set-up prior to event
  - Manage sign-in sheets
- The Education Coordinator will create flyer for seminar and distribute to Senior Program Assistant and Communications Coordinator for greater distribution and promotion. The Communications Coordinator will review all flyers 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.
- If available, the Communications Coordinator will edit and distribute video of the program/seminar and post on WVCTSI's website and social media channels.
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## Roles and Responsibilities

It is the role of the Education Coordinator to ensure that planned seminars fit within the goals and mission of the PD core and the WVCTSI.

## References and Authority

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

## Approval and Authority to Proceed

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

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



Approved By \_\_\_\_\_ Date 3/07/17