

MSOT Private Practice Symposium Facilitator Checklist

Additional information in the PPBN Terms of Reference - <https://msot.mb.ca/member-content/resources-for-ots-in-private-practice/>

Direct access to the document - <https://msot.mb.ca/wp-content/uploads/2022/12/PPBN-Terms-of-Reference-2022FINAL.pdf>

The PPBN Facilitator is responsible for:

1. Determining topic (see Appendix 2 for potential topics and/or Appendix 3 for past topics & contacts)
2. Arranging a speaker
 - a. Note: \$150 honourarium is available for the speaker
 - i. Name and email address required for honorarium to be sent by e-transfer
 - ii. Complete reimbursement form HERE after the event for Speaker - <https://form.jotform.com/230377171486056>
 - b. Ask if they consent to being recorded for the MSOT members only portal
3. Setting date & location (arrange for Zoom with MSOT Office)
 - a. MSOT Office will send out a Save the Date (ideally 6-8 weeks in advance)
 - b. Putting out a call for agenda items (via MSOT Office)
4. Creating an agenda (see Draft in Appendix 1)
 - a. Contact COTM ED (Michelle Martin-Strong - michelle.martin-strong@cotm.ca) and Professional Practice Manager (Ines McKenzie - ines.mckenzie@cotm.ca) for agenda items and invite them to the event (some or all)
 - b. Contact MSOT ED (Heidi Garcia – executiveofficer@msot.mb.ca) for agenda items and invite to the event or for help arranging a date
5. Communicating with MSOT Administrative personnel a minimum of 1 month prior to the meeting date with agenda
6. Day of the Event – Facilitator is responsible for welcoming and introducing speaker, offering a land acknowledgement (you will find MSOT's at the bottom of each page of our website), and creating a safe space for members in the meeting
7. Taking notes/minutes to be posted on the MSOT member portal (or requesting another member of the Network to complete this task)
8. Forwarding meeting notes/minutes to the MSOT Office within 2 weeks of the Symposium to be shared with Network members, and posted on the member portal of the MSOT website.

If you have any additional questions or need support at any time please reach out to the MSOT Executive Director (executiveofficer@msot.mb.ca)