



# Medical Student

## MEMBER COMMUNITY

### **Educational Event Guide**

A cornerstone benefit of membership in a Cardiology Interest Group are the opportunities to further your and your colleagues' knowledge of cardiovascular physiology and pathology. One of the best ways to pursue your passion for learning is by organizing educational events for your CARDIG. Events can range from EKG interpretation workshops to talks on heart failure management or an in-depth dive into certain cardiovascular pathologies. Educational events are great opportunities to expand your knowledge base.

Use this guide to organize an educational event for your CARDIG members.

#### **Brainstorm a topic for the educational event**

Maybe a recurring topic that you have a difficult time with during didactic lectures, or a topic of interest of a cardiologist you know, or a skill performed by cardiologists that you'd like to practice, or even just a cardiovascular topic you'd like to learn more about.

#### **Find an instructor**

Next, you will want to find an instructor for your educational event. Oftentimes you can find cardiology faculty at your home institution that would love to share their areas of interest with medical students. Alternatively, cardiology fellows often have teaching requirements and enjoy teaching students. You can also check in with your local ACC Chapter to see if there are any cardiologists who would be interested in leading an educational event. Don't forget! You can be a great teacher too! Third and fourth-year medical students can often lead educational events aimed for their first and second-year colleagues on cardiovascular basics and physiology.

#### **Finding Funding**

Excellent educational events do not have to be expensive, or even cost anything at all! If you can, try to organize events that do not require funding or have expenses tied to them. However, if you need funding for your event there are many options you can pursue. Many institutions have their own funding opportunities for student-leaders to organize educational opportunities which you may be able to take advantage of to host your event. Alternatively, you could “crowdfund” the cost of your event from your CARDIG members or those participants who will be at the educational event.

#### **Advertise to your audience**

Advertising to your audience is an important step in organizing a successful educational event. Many schools have systems in place to advertise for Interest Group events - class-wide email listservs, social media groups, interest group websites, word of mouth advertisement, or even the tried-and-true corkboard ads. BONUS TIP: Providing food is an inexpensive and fun way to encourage greater attendance at your events.

#### **Prepare for the event**

Make a list of all the supplies you might need for your educational event - paper, pens, projector if a PowerPoint presentation is needed, etc. Having all the supplies ready to go before your event can take some of the last-minute stress off you and the instructor. It is best to connect with the instructor early to make sure there are no supplies you might have missed. Finally, make sure to show up early so you have enough time to properly set up your event.

#### **Collect feedback forms from participants**

After your event, make sure to send out and collect feedback forms from your participants. Not only can you use this feedback as an opportunity to improve your future events, but you could also include a spot for participants to place suggestions for future educational events you can organize!

#### **Rest and reflect**

You did it! Now is the time to reflect on what you felt went well during the event and what you feel could be improved. Congratulations on hosting an excellent educational event!