

AMA-MSS CTUW Modules

#1 – Inviting a Speaker about being Uninsured

1) **Target Audience:**

Other medical students, primarily first and second years. Invite those who are on the wards, and faculty as well.

2) **Participating Groups:**

AMA-MSS Chapters

3) **Cost:**

Lunch.....	\$200
Flyers.....	<u>\$10</u>
	\$210

4) **Funding:**

CTUW Promotion Grant \$500 (use the extra for other events)

5) **Step-by-Step Instructions**

- a. Talk to local clinics which serve the underserved and see if they know of anyone who might be willing to speak to your group during a lunch time talk. If this fails, try finding a student in your class who has gone without insurance at some point. Many young people can't afford insurance when they first begin working, and you may be able to find someone that way.
- b. Pick a date that works for the speaker as well as for your school.
- c. Make sure to register your event on the CTUW website! Register at <http://www.ama-assn.org/ama/pub/category/15985.html> and on www.covertheuninsured.org.
- d. Reserve a room for your talk as soon as you have the date set.
- e. Send out emails and post flyers 2 weeks ahead of time. Ask for RSVPs by a few days ahead of time, and send another email reminder on that day.
- f. Order food for slightly more than your number of RSVPs on the day the RSVPs are due (3-4 days before your talk)
- g. Confirm with your speaker a week before the talk and again the day before
- h. Get food delivered 15 minutes prior to your event. Have someone else meet the speaker or speaker(s).