

Community and State Resources Meeting Toolkit

Florida Department of Health,
Injury Prevention Program

Florida Injury Prevention Advisory Council,
Goal Team 2



June 2013

Introduction

August 3, 2012

Dear Injury Prevention Stakeholder,

The Florida Department of Health, Injury Prevention Program (IPP) and the Florida Injury Prevention Advisory Council (FIPAC), Goal Team 2, are pleased to provide the *Community and State Resource Meeting Toolkit*. It is our hope that you find this toolkit beneficial in planning and hosting a local Community and State Resource meeting.

Injuries are the leading cause of death for Floridians ages 1–44 and the third leading cause of death overall, after heart disease and cancer. Injuries are predictable, preventable, and affect everyone regardless of age, race, ethnicity, sex, or economic status. However, injury prevention is complex due to the many injury mechanisms. In addition, resources are limited and it is imperative that state agencies and the injury prevention community collaborate to maximize injury prevention messages and initiatives.

The purpose of Community and State Resource Meetings (Resource Meetings) are to bring together the local injury prevention community to share information and to promote networking and collaboration between injury prevention organizations. It provides an opportunity for local organizations to share what they are doing within the community and to get to know the IPP and how the state program can help further local injury prevention activities.

We encourage anyone with an interest in injury prevention to join our efforts to increase collaboration across the injury prevention community by partnering with the IPP to host a local Resource Meeting. If you have any questions regarding this toolkit, the Resource Meetings, or other statewide injury prevention initiatives, please contact the IPP at 850.245.4440 ext. 2729.

Thank you for your commitment to injury prevention in Florida.

Sincerely,

Lisa VanderWerf-Hourigan, MS
Director, Injury Prevention Program
Florida Department of Health

Regional Meeting Background

Community and State Resource Meetings were initially developed by the 2009–2013 Florida Injury Prevention Advisory Council, Goal Team 2 (Collaboration). Two pilot meetings were held; one in an urban region, Miami, and one in a rural region, the six rural counties served by the Tampa Poison Control Center.

The Urban Pilot Community and State Resources Meeting was held in Miami, Florida on June 3, 2010. Over 40 attendees from the local injury prevention community, including representation from: hospitals and trauma centers, law enforcement, fire-rescue, universities, local and state governmental agencies, the Injury Free Coalition for Kids of Miami, Ocaquatics Swim School, Coventry Workers' Comp, the Miami Coalition, the Alliance for Aging, Mothers Against Drunk Driving, WalkSafe, Safe Kids, Family Counseling Services of Greater Miami, the Health Choice Network, and Miami Bridge Services attended. The overall meeting satisfaction rate was 100% positive and several attendees expressed a desire to make the Community and State Resources Meeting an annual meeting.

The Rural Pilot Community and State Resources Meeting was held in Sebring, Florida on August 24, 2011. Over 20 attendees from the local injury prevention community, including representation from: hospitals and trauma centers, religious organizations, and local and state government agencies attended. The overall meeting satisfaction rate was 94 percent positive.

For additional information regarding the 2009–2013 Florida Injury Prevention Advisory Council, please see the [Florida Injury Prevention Advisory Council](#) web page.

About the Toolkit

The toolkit is comprised of information, planning documents and resources designed to provide injury prevention professionals with the information necessary to host a Community and State Resources meeting in their region.

The goal of this toolkit is to provide resources and evidence for those that want to reach out to their fellow colleagues in the areas of injury and violence prevention, and other public health professionals to strengthen injury prevention collaboration within the local community, by hosting a Community and State Resource Meeting.

For additional information regarding this toolkit, please contact the Florida Department of Health, Injury Prevention Program at:

Mailing Address:

4052 Bald Cypress Way, Bin A22
Tallahassee, FL 32399-1722

Phone: 850-245-4440

Fax: 850-414-6470

Email*: DEMO_InjuryPrevention@doh.state.fl.us

***Note:** Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this program by phone or in writing.



Community and State Resources Meeting Toolkit

Sample Event Planning Timeline and Checklist

Initial Planning Meeting

Task	Lead	Due By	Completed On
Determine what resources are available for the meeting <ul style="list-style-type: none"> ▪ How much funding is available to plan and hold the meeting? ▪ Are staff members or volunteers available to plan and work the event? ▪ Can you access in-kind services? ▪ Do you have a resource for acquiring free giveaways? ▪ Should you partner with other organizations to leverage existing resources? 			
Determine date and times to hold the meeting <ul style="list-style-type: none"> ▪ Recommended 4–6 hours, start to finish 			
Determine location <ul style="list-style-type: none"> ▪ How many people should it accommodate? ▪ If this is a WebEx meeting, the location will need (at least): <ul style="list-style-type: none"> ▫ Internet connectivity in the meeting room ▫ Availability of a speaker phone 			
Identify attendees <ul style="list-style-type: none"> ▪ SEE: Organizations template ▪ SEE: Invitees template 			
Identify the specific needs of the community <ul style="list-style-type: none"> ▪ Data is available on the Florida Department of Health, Injury Prevention website (www.doh.state.fl.us/injury/InjuryData.html) ▪ SEE: Needs Assessment template 			

As Soon as Possible After the First Event Planning Meeting

Task	Lead	Due By	Completed On
Reserve the venue			
Recruit partners for the event			

Second Planning Meeting

Task	Lead	Due By	Completed On
Determine subject areas for the meeting <ul style="list-style-type: none"> ▪ Recommended 3–4 presentation segments 			
Identify possible speakers based on local needs <ul style="list-style-type: none"> ▪ SEE: Possible Presenters template 			

6 to 8 Weeks Before

Task	Lead	Due By	Completed On
Contact speakers and determine availability <ul style="list-style-type: none"> ▪ Request PowerPoints by _____ (no later than 1 week before the event) 			
Draft an agenda			
If holding a working lunch: <ul style="list-style-type: none"> ▪ Determine if only a few selections will be provided, or if orders will be taken at the beginning of the meeting ▪ Contact local restaurants for quotes ▪ Determine restaurant and sign contract 			
Order materials (signs, banners, awards, giveaway items) <ul style="list-style-type: none"> ▪ Free materials, such as fact sheets and posters, are available through many injury prevention-related organizations and agencies ▪ SEE: Resources 			

4 to 6 Weeks Before

Task	Lead	Due By	Completed On
Finalize the agenda			
Set up registration link			
Send out invitations <ul style="list-style-type: none"> ▪ Include registration link (and deadline to register) and final agenda ▪ SEE: Email Invitation template 			
Arrange for equipment (if not provided by the venue site)			

Community and State Resources Meeting Toolkit
 Sample Event Planning Timeline and Checklist

<ul style="list-style-type: none"> ▪ Equipment might include tables, easels for signs, a podium, a stage or riser, microphone(s), a sound system, etc. 			
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2 to 4 Weeks Before

Task	Lead	Due By	Completed On
Recruit event volunteers, staff, and vendors (such as audiovisual [AV] techs, if needed, a photographer, etc.)			
Send out reminder to invitees to register for the event			

1 to 2 Weeks Before

Task	Lead	Due By	Completed On
Send staff and volunteers the event schedule, a list of responsibilities, and directions to the site <ul style="list-style-type: none"> ▪ Assign staff to: <ul style="list-style-type: none"> ▫ Registration table/check-in ▫ Set-up (tables, displays, projector, etc.) ▫ Assist presenters with questions, meeting-flow ▫ AV set-up (if a AV Tech is not available) ▫ Facilitate lunch orders (if orders will be taken at the beginning of the meeting for a working lunch) 			
Contact presenters <ul style="list-style-type: none"> ▪ Send the event schedule and directions to the site ▪ Gather brief biographies for the moderator to use to for introductions 			
Print materials for the meeting <ul style="list-style-type: none"> ▪ SEE: Sample Print Materials 			

1 Week Before

Task	Lead	Due By	Completed On
Confirm space, volunteers, and equipment			
Assemble meeting materials (notebooks, nametags, etc.)			

Gather and pack supplies (pens, sign-in sheets, business cards, etc.)			
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Day of the Meeting

Task	Lead	Due By	Completed On
Greet attendees when they arrive and ask them to sign in			
Greet presenters and have someone responsible for showing them to their places			
Administer evaluation			

After the Meeting

Task	Lead	Due By	Completed On
Thank sponsors, partners, and volunteers directly, in-person or preferably with a letter of appreciation			
Send meeting materials to individuals who expressed interest but could not attend the meeting			
Hold a follow-up meeting with all involved in planning <ul style="list-style-type: none"> ▪ Discuss what worked and what didn't work during event planning, and during the event, and why ▪ Those experiences can be used to plan future events 			



Community and State Resources Meeting Toolkit Final Logistics

Name of Meeting: _____

County(ies): _____

Date: _____

Time: _____

Location: _____

A WebEx meeting? Yes No

Subject Areas:

Topic 1: _____

Topic 2: _____

Topic 3: _____

Topic 4: _____

Speakers:

	Name	Email	Phone
Topic 1:			
Topic 2:			
Topic 3:			
Topic 4:			

Working lunch? Yes No

Registration link: _____



Community and State Resources Meeting Toolkit Needs Assessment

The Florida Department of Health, Injury Prevention Program and **ORGANIZATION** are planning a one-day conference to be held in **CITY**. This meeting is intended to increase awareness of local injury prevention initiatives and to provide an opportunity to network with other injury prevention professionals.

1. Are you interested in attending an injury prevention workshop held in your area?

Yes No

2. What county do you live in?

3. What date would be best for you?

OPTION 1

OPTION 2

OPTION 3

4. Please choose the top FOUR topics of most importance to you.

Bicycle Safety

Motor Vehicle Safety

Child Passenger Safety

Motorcycle Safety

Domestic/Sexual Violence
Prevention

Occupational Safety

Drowning Prevention

Pedestrian Safety

Fall Prevention

Poisoning Prevention

Fire Safety

Suicide Prevention

Human Trafficking Prevention

5. Would you be willing to have a working lunch?

Yes No

6. What is your choice for length of the workshop?

A 6-hour workshop from:

A 4-hour workshop from:

8 AM – 2 PM

8 AM – Noon

9 AM – 3 PM

9 AM – 1 PM

10 AM – 4 PM

10 AM – 2 PM

1 PM – 5 PM

7. Do you or one of your partners have the ability to host a WebEx meeting?

Yes No

8. Would you be more likely to attend if CEUs or CMEs were provided?

Yes No

9. What is your profession?

Contact Information

First Name: _____

Last Name: _____

Organization: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

Please list your area(s) of expertise:



Community and State Resources Meeting Toolkit Potential Presenters

	Name	Subject Area(s)	Agency/Organization Name & Address	Email	Phone	Confirmed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						



Community and State Resources Meeting Toolkit Organizations Template

Recommended Organizations to Invite

Topics:	All Topics	Bicycle/ Pedestrian Safety	Child Maltreatment	Domestic/Sexual Violence	Drowning	Drug Abuse	Motor Vehicle (MV) — General	MV — Child Passenger Safety	MV — Distracted Driving	Poisoning	Senior Falls	Suicide/Self-Harm	Violence — Human Trafficking
Organizations:													
Agency for Healthcare Administration (AHCA)													
Area Agencies on Aging (AAA)													
Child Death Review Team													
Child Passenger Safety Technicians													
Child Protection Teams													
Children’s Medical Services (CMS)													
Colleges/Universities													
County Health Departments (CHD)													
Crisis Centers													
Dept. of Children & Families (DCF)													

Community and State Resources Meeting Toolkit
Organizations Template

<p>Topics:</p>	All Topics	Bicycle/ Pedestrian Safety	Child Maltreatment	Domestic/Sexual Violence	Drowning	Drug Abuse	Motor Vehicle (MV) — General	MV — Child Passenger Safety	MV — Distracted Driving	Poisoning	Senior Falls	Suicide/Self-Harm	Violence — Human Trafficking
<p>Organizations:</p>													
Dept. of Education (DOE)													
Dept. of Elder Affairs (DOEA)													
Dept. of Health (DOH) — Brain and Spinal Cord (BSCIP)													
DOH — Injury Prevention Program (IPP)													
DOH — Sexual Violence Prevention Program													
Dept. of Motor Vehicles (DMV)													
Dept. of Transportation (DOT)													
DOT — Traffic Safety Teams (CTST)													
Drug Free Coalitions													
Emergency Departments (ED)													
Emergency Medical Services (EMS)													
Epilepsy Foundation													

Community and State Resources Meeting Toolkit
Organizations Template

<p>Topics:</p> <p>Organizations:</p>	All Topics	Bicycle/ Pedestrian Safety	Child Maltreatment	Domestic/Sexual Violence	Drowning	Drug Abuse	Motor Vehicle (MV) — General	MV — Child Passenger Safety	MV — Distracted Driving	Poisoning	Senior Falls	Suicide/Self-Harm	Violence — Human Trafficking
Fire Departments													
Florida Swimming Pool Association													
Highway Safety & Motor Vehicles (HSMV)													
Hospitals													
Juvenile Justice													
MADD													
Media													
Medical Examiner													
Mental Health Centers													
Metropolitan Planning Organizations (MPO)													
Pharmacies													
Poison Centers													
Police Departments													

Community and State Resources Meeting Toolkit
Organizations Template

<p>Topics:</p> <p>Organizations:</p>	All Topics	Bicycle/ Pedestrian Safety	Child Maltreatment	Domestic/Sexual Violence	Drowning	Drug Abuse	Motor Vehicle (MV) — General	MV — Child Passenger Safety	MV — Distracted Driving	Poisoning	Senior Falls	Suicide/Self-Harm	Violence — Human Trafficking
Recreational Centers													
Red Cross													
Religious Organizations													
SADD													
SAFE KIDS													
Safe Space													
State Attorney's Office													
Substance Abuse Centers													
Swimming Schools													



Community and State Resources Meeting Toolkit
Invitees Template

	Name	Agency/Organization Name & Address	Email	Phone	Confirmed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					



Community and State Resources Meeting Toolkit Invitation Template

Dear Injury Prevention Stakeholders,

The Florida Department of Health, Injury Prevention Program and **ORGANIZATION** would like to invite you to attend a Community and State Injury Prevention Resources Meeting in **NAME OF COUNTY**.

The purpose of this meeting is to bring together the local injury prevention community to share information and to promote networking between various injury prevention organizations. This is an opportunity for you to share what you are doing within the community and to get to know the Department of Health's Injury Prevention Program, and how we can help you further your injury prevention activities. The meeting flyer and draft agenda are attached.

The meeting will be held on **DATE** at **LOCATION**. The address and contact number are provided below. The meeting will begin at **TIME** with registration/check-in at **TIME** and will conclude at **TIME**. There will be a working lunch with boxed lunches available for purchase during registration. Boxed lunches will be approximately **COST**. Meeting participants may bring their own lunch, however there is no kitchen facility to keep food cold or to heat it up.

LOCATION NAME

Address Line 1

Address Line 2

Telephone #

To register for the meeting please visit: [Registration Link](#). There is no registration fee, but registration is required to insure enough meeting materials for all attendees.

If you have any questions please feel free to contact the phone number or email address below.