

INSTRUCTIONS FOR SPEAKERS BUREAU PARTICIPANTS

Thank you for volunteering to participate in the Colorado Primary Care Collaborative Speakers Bureau.

Instructions:

1. If you did not participate in the speakers’ bureau training please contact Scott Hammond, MD, to review the CPCC presentation information or clarify any other aspects of the Speaker’s Bureau.

Scott Hammond ([rsh.wmc@gmail.com](mailto:rsh.wmc@gmail.com))

(303) 263-1421

1. The speakers’ bureau slide deck has been finalized. It can be accessed and downloaded from the Colorado Academy of Family Physicians web site, [www.coloradoafp.org](http://www.coloradoafp.org), click on Advocacy and then click on Colorado Primary Care Collaborative. Please use the Core Presentation or slides selected from the Main Slide set for your presentation. Any other slides require approval from CPCC before use.
2. Please contact your local community groups or any groups and employers to whom you are interested in presenting or contact CPCC, Ryan Biehle, [ryan@coloradoafp.org](mailto:ryan@coloradoafp.org)., to help set up a presentation in your area.
3. A marketing piece explaining the CPCC and the presentations has been created for you to use to solicit speaking engagements and is available on the web site noted above.
4. Once you have secured a speaking engagement, please contact Ryan Biehle, [ryan@coloradoafp.org](mailto:ryan@coloradoafp.org) at the CAFP to log and track outreach.
5. Attendee survey – Please either print the attendee survey and make copies for your attendees or have them [access the survey here](https://www.surveymonkey.com/r/LCY727Z). You may submit material costs to CPCC.
6. Presenter survey - After your presentation, [please complete the presenter survey by going here](https://www.surveymonkey.com/r/L2GY92G).
7. If you have any questions please contact Ryan Biehle, [ryan@coloradoafp.org](mailto:ryan@coloradoafp.org) or Raquel Rosen, [raquel@coloradoafp.org](mailto:raquel@coloradoafp.org). Thank you.

Thank you for your help in advocating for primary care!

CPCC Steering Committee