

Precourse Checklist for AOSpine Chairpersons

Before the precourse, the chair and project manager should review the following aspects:

- Room set up, eg. U-shape, classroom
- Break-out groups? Yes, no? How many? Additional rooms to book?
- How to split the groups? By skills/knowledge level, hierarchy, colleagues or strangers, nationality, etc.?
- Flipcharts (incl. pens) for each of the groups
- Microphones
- Air-conditioning
- Lights
- Business center
- Toilets
- Technical set up, laptops, audiovisual

At the precourse

1. General information

- a. Welcome
- b. Introduction
- c. Location specifics

2. Faculty

- a. Faculty introduction
- b. Introduction of Chairpersons and Educational Advisors (explain the role of the EA)

3. Education

- a. Education strategy
- b. Repeat the 7 Educational Principles of AOSpine (at discretion of EA, depending on the level of the educational event)
- c. Application of the 7 principles to their role as faculty (and to transmit the education strategy)

4. Compliance/branding/disclosure

5. Practical issues

- a. Scientific program
 - I. Q&A/discussion - at the end of each PPT or session or day?
 - II. Confirmation/review of AOSpine PPT template
 - III. Curriculum: application/content alignment/overlap/missing content
- b. Evaluation & Assessment
 - I. EA report
 - II. Additional evaluation tools – how to evaluate if relevant competencies/key learning outcomes were covered?
 - III. Online pre- postcourse assessment? Precourse report
 - IV. Possibly change focus of discussion or presentation based on report
 - V. ARS, paper, apps?
- c. Workshops
 - I. Cadaver labs (where are they/ time to move participants from one location/space to the next)
- d. Discussion groups
- e. Troubleshooting
 - I. Curriculum: content alignment/overlap/missing content
- f. Time management
 - I. Breaks (when and where)
 - II. Time keeping

6. Support

- a. IT support
- b. AOSpine project manager
- c. Hotel info / reception