

## AO Skills Lab

# Checklist for event organizer

### Tasks

- Send order for AO Skills Lab to DePuy Synthes single point of contact (SPOC) for your region and provide the required information.**

Total number of participants, and how many runs will be necessary – with more than 80 participants, two runs are needed. Europe, Africa and Middle East; Daniel Richner ([drichne1@its.jnj.com](mailto:drichne1@its.jnj.com)).

Asia Pacific; Sharon Tantrawan ([stantraw@its.jnj.com](mailto:stantraw@its.jnj.com)), Adelene Tan ([atan7@its.jnj.com](mailto:atan7@its.jnj.com)).

Latin America; Luis Pulido ([lpulido@its.jnj.com](mailto:lpulido@its.jnj.com)), Leonardo Pisciotta ([lpisciot@its.jnj.com](mailto:lpisciot@its.jnj.com)).

North America; Pete Bond ([bond.pete@aona.org](mailto:bond.pete@aona.org)), Lucy O'Hara ([ohara.lucy@aona.org](mailto:ohara.lucy@aona.org))

- Book sufficient space for the AO Skills Lab (see logistical requirements).**

Especially if only one room is used for the AO Skills Lab and practical exercises, take into account the time needed for set-up and dismantling of the AO Skills Lab.

In case two parallel courses are run, sharing the same practical exercise room, an additional room for the AO Skills Lab is inevitable.

- Check course program: 120 minutes are needed for one run including the 10 stations of the AO Skills Lab.**

If the course counts for more than 80 participants, the AO Skills Lab needs to be run twice.

- Ensure that the AO Skills Lab is available and ready for the faculty pre-course.**

Set-up is done by DePuy Synthes.

- Print AO Skills Lab booklets for participants.**

The print file is available in the Document Center at <https://facultysupport.aofoundation.org/87/125.html> or from [templates@aotrauma.org](mailto:templates@aotrauma.org). You may also order the booklets from the TRIKORA webshop at <http://aotrauma.shop.trikora.com>.

- Organize a microphone and related AV support for the AO Skills Lab Director.**
- If possible, organize water for faculty at the tables.**
- If possible, organize a wardrobe for participants and faculty.**

### Logistical requirements for the AO Skills Lab

- Tables**

10 tables of min. 80x 120 cm

- Space**

min. 160m<sup>2</sup> either in one big room or several smaller rooms that are close by each other, tables should be arranged so that there is sufficient space between the stations (the participants standing the furthest away from the faculty should not be distracted by the faculty presentation on the next table)

If you use the same room for the SL as for the practical exercises, take into account the time to set up and dismantle the AO Skills Lab.

- Lighting**

The lighting should be adaptable so that the stations can be lit properly.

- Power Outlets**

2 power outlets for stations A and C.