

BEST PRACTICES IN DEVELOPING AN IPE EVENT

Credit for IPE events are given to students who attend IPE events that have been endorsed by PIPER. In order to maintain consistency between events and to ensure quality assurance, PIPER offers the following suggestions to assist with planning activities.

PLANNING

- Consult the [IPE Events in Development](#) page on the PIPER Website.
- Contact the IPE Faculty or Student Lead for your school or program. This information is listed on the PIPER website under [IPE Faculty Leads](#) and [MISC Student Reps \(available in September\)](#).
- Establish a planning committee.
- The Planning Committee should include representatives from the target group for whom the event is planned as well as content expert(s).
- Representatives provide input on, and assist with, scheduling, promotion, and event format.
- Include a student from McMaster InterProfessional Student Council if possible.
- Allow time for the planning process: final information should be submitted to PIPER (IPE Manager) **4 weeks** prior to the scheduled event.
- Refer to the documents: [IPE Competencies](#) and [IPE Activity Levels](#) to assist you in planning your event.

PROMOTION

- Allow at least 2-3 weeks for promotion and event sign up.
- Forward poster and/or program information to PIPER 4 weeks prior to event date as a Word document.
- Confirm that all elements are in place before sending to PIPER (see sample):

Title	Date	Student group composition
Host	Short Description	Number of students required
Partners	Objectives	MISC Logo – if required
Location	Credit Level	Space for the PIPER logo (1"x1.5")
Time	Registration on IPE Manager	Host dept/centre logo – if required
Forward in MS Word		

- Posters should be easy to read, not too complicated and should contain any pertinent logos as necessary. Please leave room for the PIPER logo (1"x1.5")
- PIPER will post the event to IPE Manager and email information to IPE Leads.
- Organizers are encouraged to promote their events as creatively as they wish.

EXECUTION

- Be early to the room to greet students as they arrive and to set-up and test technology.
- A/V access will require passwords. Know what they are in advance.
- Ensure students sign in their attendance.

EVALUATION

- Students are required to fill out PIPER evaluation forms which will be provided to you for distribution. Enlist a student to return these forms to PIPER (HSC 3H46D).