**Cancer Control Implementation Science Base Camp**

**Communication Plan**

# Decide which forms of communication to use for the following tasks and who will be responsible.

|  |  |  |  |
| --- | --- | --- | --- |
| Before/ After Sessions  | Activity | Person Responsible | Timeline |
| Send introductory emails to learners  |  |  |
| Create calendar invitations for learners  |  |  |
| Send reminder emails to learners  |  |  |
| Set up break out rooms |  |  |
| Host technical checks with trainers/ panelists |  |  |
| Send reminders for evaluation survey materials |  |  |
| During Live Sessions  | Advance slides, keep time and record the sessions |  |  |
| Introduce speakers and remind panelists of time warnings |  |  |
| Put directions for Team Huddles in chat box |  |  |
| Facilitate small group breakouts (if included in your training) |  |  |
| Answer any questions and attend to concerns of the learners, presenters, facilitators and panelists |  |  |