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Description automatically generatedCancer Control Implementation Science Base Camp**

**Panel Worksheet**

A panel of case study examples can help expose participants to organizations and teams that have implemented similar interventions in similar settings. Use this worksheet to organize a panel for your training. Work with your Comprehensive Cancer Control (CCC) coalition leadership to answer these questions and ensure the panel is relevant to participants.

What objectives do the participants, CCC coalitions and programs seek to achieve?

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Consider how the Cancer Control Implementation Science Base Camp (CCISBC) training fits into the CCC program’s current work plan and coalition’s cancer plan implementation efforts. To help determine featured panelists, what implementation settings and interventions are most relevant to the participants?

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Based on the information above, brainstorm individuals and organizations to invite as panelists. Remember, these individuals do not need to have in-depth knowledge on the effectiveness or efficacy of the intervention but have key knowledge about the implementation process.

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To fulfill the objectives listed above, determine where the panel should fit within the training schedule. Plan for 90 minutes to allow time for brief panelist presentations, facilitated discussion and audience Q&A.

Panel Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moderator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invite potential panelists to participate in the session and encourage them to invite anyone else that was instrumental to their project’s success. Develop an invitation email. Assign someone to send invitations and track their status.

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| --- | --- | --- | --- |
| **Invited Panelist Name** | **Email Address** | **Invitation Status** | **Person Responsible** |
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**Final Panel List**

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| --- | --- | --- |
| **Panelist Name** | **Email Address** | **Brief Bio for Introductions** |
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Design a list of questions to ask all panelists during the session. Some examples of questions to pose include:

* How did health equity factor into the goals of your project?
* Which partners were critical to achieving your intervention objectives?
* How did you address resistance to change?
* What did you need to adapt and how did you go about doing that?
* How did your project complement ongoing quality improvement work at your site?
* What has happened since the intervention began? How has the intervention been sustained?

Design panel session run of show. Will you include:

* Introductions and icebreakers?
* Breakout rooms with learners and panelists?
* Opening statements/ summaries of panelists’ projects?
* Question and answer sessions with learners and panelists?

How will you thank panelists for their time? Consider simple acts of gratitude like a thank you email or mailed note. Determine who will complete this task.

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