**SAMPLE**

**ANNOTATED WORKING AGENDA TEMPLATE - WITH SCHEDULED INTERACTIVE LEARNING**

**This sample includes examples of multiple interactive learning methods.**

***A minimum 25% of the program must be interactive learning and specified clearly on the agenda. It is highly recommended that interactive learning is achieved via multiple methods, as exemplified in this template.***

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| Start and End Times | Duration (in minutes) | Session Title |
| 8:00-8:55 AM |  | Registration, Breakfast & Networking |
| 8:55-9:00 AM |  | Welcome & Introductions |
| 9:00-9:45 AM | **45** | Keynote Address |
| 9:45-10:00 AM | **15** | *Interactive Learning: Q&A following keynote address (augmented by use of twitter/sli.do due to size of expected audience)* |
| 10:00-10:15 |  | Refreshment Break |
| 10:15-10:45 AM | **15** **15** | Moderated Poster Session5 minutes presentation for each poster *Interactive Learning: 5 minutes for Q&A from audience for each poster presenter. Arranged in groups of 3 posters in group.* |
| 10:45-11:15 AM | **30**  | Lecture*Speaker:* |
| 11:15-11:45 AM | **30**  | Interactive Learning:*Panel Discussion with Audience, moderated session, question cards to be distributed to audience augmented by twitter/sli.do* |
| 11:45 AM -12:30 PM | **45**  | Breakout small group sessionsTopic 1:Topic 2:*Interactive Learning: small groups are broken up for discussion* |
| 12:30-1:30 PM |  | Lunch & Networking |
| 1:30-2:15 PM | **45**  | Plenary*Speaker:*  |
| 2:15-2:30 PM | **15**  | *Interactive Learning: Facilitated debate and discussion following plenary augmented by use of Poll Everywhere* |
| 2:30-2:45 PM |  | Refreshment Break |
| 2:45-3:45 PM | **60**  | Case-Based SimulationsCase 1: Case 2: *Interactive Learning: Participants will select a case in which they will then role play within a simulated clinical environment.*  |
| 3:45-4:30 PM | **45**  | Simulation Debrief, and Reflection*Interactive Learning: Facilitator-led active discussion with participants in small groups to discuss their simulated case.*  |
| 4:30 PM |  | Evaluation and Adjournment |
| Total Learning Time  | **360** |
| Total Interactive Learning | **225** |