

This list provides guidance on how to organize and host training or technical assistance within the TTCs. This list is not all-inclusive and focuses on the delivery of training in a virtual environment but does provide crucial steps that should be reviewed when planning any training activity. This list is in chronological order, but all areas should be considered during the initial planning of a training activity. Specific processes and systems will vary by TTC, and example documents and processes have been provided where appropriate. This document is a companion piece to the *30 Steps for Cross-Technology Transfer Center Collaboration* document which provides detailed guidance on ways to navigate collaborations.

|  |  |  |
| --- | --- | --- |
|  | STATUS | NOTES |
| Organizing and Planning Events |
| 1. Review Center workplan to confirm the need for the planned or requested TA or training. Confirm that this activity is not better served through another TTC, TA Center, or agency.
 | Choose an item. |  |
| 1. Identify all individuals who will be involved in organizing and delivering the activity (referred to as your **event team** throughout this document).

*Tip: If responding to an outside request, determine if the person requesting the activity represents the organization receiving the activity, or is just acting as a connector to the MHTTC and won’t be involved in your event team.* | Choose an item. |  |
| 1. Schedule a meeting with all members of your event team to clarify topic(s), audience expectations, and timeline.

See *30 Steps for Cross System Collaboration Specific to Technology Transfer Centers* for additional guidance on navigating collaborations with internal and external partners.  | Choose an item. |  |
| 1. Develop draft session information based on conversations with the requesting partners or workplan.
 | Choose an item. |  |
| * Confirm title
 | Choose an item. |  |
| * Confirm session description
 | Choose an item. |  |
| * Confirm learning objectives
 | Choose an item. |  |
| 1. Identify and contact speaker(s) who can deliver training/TA on the identified topic(s) in the expected timeframe and for a cost that is appropriate for the program. Before discussing costs with speaker(s) confirm with Co-Directors what funds are available in the program budget.
 | Choose an item. |  |
| 1. Identify one team member who will coordinate with the speaker and event team to finalize all steps in this checklist.

 *Tip: Speakers may not know much about our TTC Network so having a single point of contact can help minimize confusion.* | Choose an item. |  |
| 1. Determine who will assist with technology leading up to, and on the day of the event. This individual will likely be the person identified in step 6 and will need to be able to access registration information, online technologies, and be familiar with all systems to be used in support of the event.

*Tip: Unexpected things happen and one person managing a session for 50, 500, or 5000 people can be difficult or impossible. Consider having a tech back-up or a tandem to assist with tech on the day of the event.* | Choose an item. |  |
| 1. Confirm session information with all members of your event team prior to finalizing information

*Tip: Ensure that there is adequate time when planning events to allow for team-wide review and marketing to outside groups. 4 weeks is ideal.* | Choose an item. |  |
| * Confirm session title, description and learning objectives
 | Choose an item. |  |
| * Confirm session date
 | Choose an item. |  |
| * Confirm session time
 | Choose an item. |  |
| * Confirm session time zone
 | Choose an item. |  |
| 1. Send calendar hold information to all individuals who will be involved on the day of the event. This email should be sent to all members of your event team and the speaker(s).
 | Choose an item. |  |
| 1. Share important event information on any internal team calendars or communication channels so all team members are aware of the work being done. Include the following information:
 | Choose an item. |  |
| * Link for attending the online session.
 | Choose an item. |  |
| * Amount to reimburse speaker
 | Choose an item. |  |
| * If this session is covered by a grant supplement
 | Choose an item. |  |
| 1. Secure speaker(s) photo(s) and bio sketch(es) and share with other team members.
 | Choose an item. |  |
| * Confirm photos are high quality and can be used for marketing purposes.
 | Choose an item. |  |
| * Review bio-sketch for length, clarity, and possible conflicts of interest.
 | Choose an item. |  |
| 1. Confirm speaker(s) reimbursement amount(s) and date of event(s) with budget officer so contract(s) can be sent to speaker(s) for review and signature(s).
 | Choose an item. |  |
| * Contract sent to speaker(s) for signature
 | Choose an item. |  |
| * Signed contract received by TTC.
 | Choose an item. |  |
| 1. Submit information to program evaluator to secure GPRA link(s). See sample internal GPRA form Appendix A.

*Tip: Make sure your event page, product page, and GPRA titles match to make reporting and tracking easier.*  | Choose an item. |  |
| 1. Send a summary email for the day of the event(s) to your event team and speaker(s). See sample event planning email Appendix B.
 | Choose an item. |  |
| Marketing the Event |
| 1. Create an event page on the TTC website and advertise it on the center homepage if possible. See sample of banner template for events Appendix C.

See sample of internal event form Appendix D. | Choose an item. |  |
| 1. Develop marketing information that includes information for interested audiences to register for and attend the event. Remember to have this language reviewed by multiple parties including your event team.
 | Choose an item. |  |
| 1. Develop a list of outside groups, organizations, associations, partners, etc. who should receive special notice or invitation to attend this event. Share this list with the event lead and the trainer(s) for review.
 | Choose an item. |  |
| 1. Prepare language for newsletter announcements or outreach emails for use by team members or outside organizations. See an example of outreach materials and marketing to outside organizations Appendix E.
 | Choose an item. |  |
| 1. Promote the session(s) on social media and encourage your event team to share within their networks.
 | Choose an item. |  |
| Activities for the Week of the Event |
| 1. Update your event team with the total registration numbers for the session, and if appropriate, share specific registration lists. This allows speakers to be aware of who their audience will be ahead of the session.
 | Choose an item. |  |
| 1. At least 48 hours before the session obtain slides from speaker(s). Add in TTC housekeeping information and review all content for typos, and formatting issues. Confirm with speakers that it is okay to move their slides into a TTC slide template. Following any changes or updates send slides back to speaker(s) for their review.

*Tip: Don’t assume it is okay to edit a speaker’s slides or move them into your own slide template. Speakers may have added animations, timing, or other crucial elements to slides that help them during their presentations.*  | Choose an item. |  |
| 1. Schedule a practice session with your event team to review roles, responsibilities, and expectations for the day of the event. See sample Who What, When, Event Dry-run Checklist to help support this conversation Appendix F.

*Tip: Consider sharing cell phone numbers with speakers as a back-up communication option.* | Choose an item. |  |
| 1. Create a product page on the TTC website for the event and upload session slides, resources, and handouts.

*Tip: Having a product page (if you have resources prior to event) or event landing page (if not) available during the event allows sharing of resources during the session.* | Choose an item. |  |
| 1. Utilize slides to prepare social media posts ahead of time that appear to be live tweeting and posting from the event. Be sure to tag presenters, the presenters’ organization, and any collaborators.
 | Choose an item. |  |
| 1. Request all speakers be on 20 minutes prior to the session start time to test all technology and to review roles and responsibilities.
 | Choose an item. |  |
| 1. Host the event and record the session (if appropriate). During the session make note of links and resources shared by the presenters, attendees, or program staff so this can be included in follow-up communication.

*Tip: Create a session introduction script to standardize your introductions and allow other staff and presenters to follow along during the session introduction. See sample session script Appendix G.* | Choose an item. |  |
| Event Wrap-Up Activities |
| 1. Within 48 hours of the session, send a follow-up email to attendees with relevant session follow-up information. See sample follow-up email Appendix H.

*Tip: Remember to send your email Blind Carbon copy (BCc) to protect attendee privacy.* | Choose an item. |  |
| 1. Within 72 hours of the session edit and post the session recording to a video hosting channel (YouTube, Vimeo, etc.) and add the session recording to the product page you made in step 23. See sample event follow-up Tweet Appendix I.
 | Choose an item. |  |
| 1. Within one month of the event, follow-up with your speaker(s) to share evaluation information or other feedback from the session.

*Tip: Sharing de-identified evaluation information is a nice way to maintain relationships with speakers.* | Choose an item. |  |
| 1. (Optional) Within one month of the session, develop a brief narrative of the session for use with ALL subsequent report writing. The [TTC Hub](https://ttchub.org/regcenters/webadmin/login.aspx) will catalogue product and event page information to support your report writing. However, you may want to write a narrative that includes information that may not be catalogued in the [TTC Hub](https://ttchub.org/regcenters/webadmin/login.aspx).
 | Choose an item. |  |

Appendix A

**Sample Internal GPRA Form**

Use this form to help set up the GPRA Event Code and Event Description Form. If you are completing this form for a closed group event series (e.g., community of practice style event with same audience for multiple sessions), complete this form only once. Include the date range for the entire event. Closed group events should be GPRA’d at the end of the event. All GPRA’d events require an event page on the TTC website. If you have completed this form you must also complete an Event Description Form.

|  |
| --- |
| **FOR USE BY EVENT LEAD** |
| **Event Lead** |  |
| **Event Title** |   |
| **Start date (mm/dd/yyyy)** |   | **End date (mm/dd/yyyy)** |   |
| **Start time (Mountain time)** |   | **End time (Mountain time)** |   |
| **Total # of Hours for event** |  | **Type of Event**(Training, Technical Assistance, Meeting – definitions provided below) |  |
| **To set up Event Code: Please choose from the following event areas (definitions provided below; select one that is most applicable to content of event)** |
| **SMI/SED Specific? (Y/N)** |  |
| **School Supplement? (Y/N)** |  |
| **Opioid Specific Event? (Y/N)** |  |
| **Provider Well-Being/Self-Care Supplement? (Y/N)** |  |
| **Project AWARE? (Y/N)** |  |
| **None of the Above?**  |  |
| **FOR EVALUATOR USE** |
| **GPRA Event Code:** |  |
| **GPRA URL:** |  |
| **GPRA QR Code (please right click and replace this image once GPRA Code is set)** | Qr code  Description automatically generated |
| **To be completed by Event Lead – Following Event** |
| **PARTICIPANT TOTAL** |  |

**DEFINITIONS**

***These definitions are applicable to the Appendix A: Sample Internal GPRA Form as well as the Appendix D: Sample Internal Event Form***

**Training Event**: A training event is defined as a TTC sponsored or co-sponsored event that focuses on the enhancement of knowledge and/or skills. Higher education classes must be included in this definition with each course considered as one training event.

**Technical Assistance**: Technical assistance is defined as a jointly planned consultation generally involving a series of contacts between the TTC and an outside organization/institution. During the consultation, the TTC provides expertise and gives direction toward resolving a problem or improving conditions. This may be a time-limited consultation or an ongoing series of consultations. The TTC reports technical assistance at the end of the series of contacts or yearly if contacts are ongoing.

**Meeting**: A meeting is defined as a TTC sponsored or co-sponsored event in which a group of people representing one or more agencies, other than the TTC, work cooperatively on a project, a problem, and/or a policy. These groups may be established and ongoing, or may exist only to accomplish a single purpose. Included in this definition would be consortia meetings and workgroup meetings. The TTC reports activities as "meetings" only when they are NOT appropriate to report under any other category.

**Basic TA:** Information dissemination or the provision of brief consultations. Mass mailings, publications, untargeted presentations to heterogeneous groups, website, social media, conferences, brief consultation, and web-based lectures (i.e., webinars). TTCs typically deliver basic TA to large audiences and focus on building awareness and knowledge.

**Targeted TA:** Targeted TA is the provision of directed training or support to specific groups (e.g., clinical supervisors) or organizations (e.g., prevention coalitions) focused on building skill and promoting behavior change. Targeted TA encompasses activities customized for specific recipients such as didactic workshop trainings, learning communities, and communities-of-practice, online courses, webinar series for specialized groups, focused knowledge-sharing, communities of practice, short-term training, replication guides. Due to the focus on provider skill-building. Targeted TA often relies on experiential learning activities such as role plays and behavioral rehearsal.

**Intensive TA:** Ongoing consultation in specific communities, states and systems. “Ongoing, customized consultation to specific sites, communities, or systems to support full incorporation of a new practice or innovation into real world settings. Intensive TA includes a range of implementation supports, including site visits, ongoing consultation, live supervision, performance feedback, and practice facilitation. Because the focus is on sustainable implementation of a novel practice, intensive TA providers must have a deep understanding of organizational workflow, staffing models, and barriers and facilitators to implementation.”

**SMI/SED Specific**: SAMHSA definitions of SMI/SED: “SMI is a diagnosable mental, behavioral, or emotional disorder that an adult has experienced in the past year that causes him or her serious functional impairment that substantially interferes with or limits at least one major life activity. Examples include schizophrenia, bipolar disorder, and major depression, as well as other disorders that cause serious functional impairment. SED is a diagnosable mental, behavioral, or emotional disorder in children and youth experienced in the past year that resulted in functional impairment that substantially interfered with or limited the child’s or youth’s role or functioning in family, school, or community activities.” Is this event focused on clinical skills development and delivery or addressing specific and acute mental health concerns? (most MHTTC events should fall under this category)

**School Supplement:** Is this event supported by the school supplement grant or being done as part of the school supplement work plan?

**Opioid Specific:** Is this event specific to working to address the opioid epidemic?

**Provider Well-Being Supplement**: Is this event supported by the Provider Well-Being supplement or being done as part of the Provider Well-Being supplement work plan?

**Project AWARE**: Is this event targeted toward Project AWARE grantees as part of the school mental health supplement?

**Intensive TA Efforts:** Is this event considered intensive technical assistance?

**Rural Communities Specific:** Is this event focused on supporting the needs of rural communities?

**Tribal Communities Specific:** Is this event focused on supporting the needs of American Indian and Alaska Native communities?

**COVID-19 Specific:** Is this event explicitly addressing COVID-19 or a behavioral health concern that is tied to the pandemic, with one or more of the objectives involving COVID-19 or a behavioral health concern tied to the pandemic?

Appendix B

**Sample Event Planning Email**

Hi [SPEAKER NAME(S)],

Thank you both so much for providing this event for our program! We are looking forward to hosting you for our session(s) [SESSION TITLE(S)] on [DATES].

I want to ensure you have the correct calendar information for your session, and don’t need to complete registration on the day of the session. Our event is scheduled for [DATE(S) AND TIME(S)]. Can you please visit [REGISTRATION LINK] and register? Upon registration you will receive a link with information for adding this session to whatever calendar you use. Please let me know if you have any difficulty completing this registration, or if you would like me to register you for the session.

As we prepare for our event can we schedule a technology dry run to review and plan for the day-of logistics of our session? I am available the following times and will be happy to setup this practice [OFFER SEVERAL MEETING TIMES]. For this tech dry run please be sure you have access to the technology you plan to use during our session.

I will be sure that [ANY OTHER MEMBERS OF YOUR EVENT TEAM] are able to join us for this technology dry run.

Please let me know if you have any questions ahead of our technology dry run, or if there is anything else I can assist with prior to our event.

Thanks,

[YOUR NAME]

Appendix C

**Event Advertisement on Homepage Banner**

Dimensions for banner images are: 1440x400px



Appendix D

**Sample Internal Event Form**

This event form must be completed for every event that has a unique audience. If there are a series of events, each must be added separately if open to new attendees. If there is an ongoing community of practice or event series with ONE audience (same people attending each session in the series) that will be added as ONE event.

|  |  |
| --- | --- |
| Event Title  |  |
| Start date  |  | End date  |  |
| Start time (MT)  |  | End time (MT) |  |
| Where (blank if a webinar; name of school, hotel, convention center, etc.) |  |
| Address (blank if webinar) |  | City/State/ZIP code  |  |
| Target Audience (check all that apply): |
| [ ]  Medical Professional [ ]  Mental Health Professional [ ]  Pharmacist[ ]  Researcher | [ ]  Recovery Specialist[ ]  Student[ ]  Administrator[ ]  Criminal Justice Professional | [ ]  Addictions Counselor[ ] Educator[ ]  Other:  |
| EVENT DESCRIPTION (If part of a series, please name series and list all dates) |
|  |
| Attendee Learning Objective(s) (OPTIONAL) |  |
| Speaker(s) Name and Credentials |  |
| Speaker (s) Bios (OPTIONAL) |  |
| Is This Event Open or Closed? | [ ]  Open [ ]  Closed |
| Is There a Limit on Number of Attendees? If so, how many? |  |
| Event Type (SELECT ONE) |
| [ ]  Online course [ ]  Face-to-face training[ ]  Webinar/virtual training | [ ]  Meeting[ ]  Virtual TA session[ ]  Presentation | [ ]  Conference exhibition [ ]  Other[ ]  Learning collaborative[ ]  Workgroup meeting |
| Type of Technical Assistance (Select One) |
| [ ]  Universal/Basic | [ ]  Targeted | [ ]  Intensive |
| Registration Deadline (blank if no registration) |  |
| Registration URL (Leave blank if participant must register via email/closed event) |  |
| Registration Contact Email (REQUIRED EVEN IF NO REGISTRATION) |  |
| Collaborating TTC (if any) |  |
| SAMHSA Report Relation (mark all that apply) |
| [ ]  Intensive TA Efforts[ ]  Tribal Communities \* | [ ]  Opioid Epidemic[ ]  School Mental Health | [ ]  SMI/SED [ ]  Provider Well-Being[ ]  COVID-19 [ ]  Rural Communities |
| Only Complete if this is a Tribal Communities Event |
| \* Name of the tribe/tribal organization (or multiple tribes) |  |
| \* Brief Statement of Purpose (1-2 sentences) |  |
| \* Type of participants/providers served |  |

|  |
| --- |
| Topics (Limit of 5) |
| [ ]  | Adolescents/Youth  | [ ]  | Family | [ ]  | Pain |
| [ ]  | African Americans  | [ ]  | Federally Qualified Health Centers | [ ]  | Pandemic Response |
| [ ]  | Alcohol Use  | [ ]  | Financing & Billing | [ ]  | Policy |
| [ ]  | Asian Americans & Pacific Islanders  | [ ]  | First Episode Psychosis | [ ]  | Pregnancy |
| [ ]  | American Indians & Alaska Natives  | [ ]  | Grief | [ ]  | Process Improvement |
| [ ]  | Assertive Community Treatment  | [ ]  | Health Disparities & Equity | [ ]  | Psychiatry Advanced Directives  |
| [ ]  | Assisted Outpatient Treatment  | [ ]  | Healthcare | [ ]  | Serious Emotional Disturbance (SED) |
| [ ]  | Binge Drinking | [ ]  | Hepatitis C/HCV | [ ]  | Recovery Oriented Systems of Care |
| [ ]  | Block Grant | [ ]  | Hispanics/Latinos | [ ]  | Recovery Support Services |
| [ ]  | Certified Community Behavioral Health Clinics | [ ]  | HIV/AIDS | [ ]  | Rural Settings |
| [ ]  | Clinical High Risk & Early Psychosis | [ ]  | Homelessness | [ ]  | SBIRT |
| [ ]  | Clinical Supervision | [ ]  | Implementation Science | [ ]  | School Mental Health |
| [ ]  | Co-occurring Mental Health and Substance Use Disorders | [ ]  | Infants and Early Childhood | [ ]  | Serious Mental Illness (SMI) treatment |
| [ ]  | Cognitive Behavior Therapy | [ ]  | Integration of Health and Mental Health Care | [ ]  | Stigma |
| [ ]  | Community Mental Health Centers | [ ]  | Leadership Development | [ ]  | Stress |
| [ ]  | COVID-19/Coronavirus | [ ]  | LGBTQ | [ ]  | Students/Pre-service training |
| [ ]  | Criminal Justice | [ ]  | Medications | [ ]  | Substance Use Disorders |
| [ ]  | Crisis Intervention and Management | [ ]  | Men | [ ]  | Suicide |
| [ ]  | Cultural Competency/Humility | [ ]  | Mental Health | [ ]  | Supported Employment |
| [ ]  | Data | [ ]  | Mental Health Awareness and Literacy | [ ]  | Systems of Care |
| [ ]  | Disaster | [ ]  | Mental Illness Prevention | [ ]  | Technology Transfer |
| [ ]  | Diversity | [ ]  | Motivational Interviewing | [ ]  | Telehealth/Tele-behavioral Health |
| [ ]  | Domestic Violence | [ ]  | Older Adults | [ ]  | Tobacco |
| [ ]  | Ethics/HIPPAA/Confidentiality | [ ]  | Opioids | [ ]  | Training & Skill Development |
| [ ]  | Evidence Based Practices | [ ]  | Organizational Change | [ ]  | Trauma |
| [ ]  | Faith-based Initiatives/Spirituality | [ ]  | Outreach | [ ]  | Treatment Planning |
|  |  |  |  | [ ]  | Veterans |
|  |  |  |  | [ ]  | Violence Prevention |
|  |  |  |  | [ ]  | Women |

Appendix E

**Marketing to Outside Organizations Samples**

**Sample Initial e-mail to an outside organization**

Greetings,

The Mountain Plains Mental Health Technology Transfer Center (MHTTC), funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), is holding a free training on May 12th entitled “Enhancing Schoolwide Social Emotional Learning (SEL) from Distance to In-Person Learning: A Framework in Action.” The session will provide tools for SEL implementation, utilizing the Schoolwide SEL Rubric and other resources from the Collaborative for Academic, Social, and Emotional Learning (CASEL). The session is geared toward school counselors, teachers, and other school staff who work in the area of behavioral health. Learn more and register [here](https://mhttcnetwork.org/centers/mountain-plains-mhttc/event/enhancing-schoolwide-social-emotional-learning-distance-person).

*To be removed from future Mountain Plains MHTTC targeted outreach, reply to this email with the words “Opt Out”.*

Be well,

[YOUR NAME]

**Sample E-mail language shared with outside organization**

Hi [NAME],

Below is a list of upcoming events and resources from the [Mountain Plains Mental Health Technology Transfer Center](https://mhttcnetwork.org/centers/mountain-plains-mhttc/home) (Mountain Plains MHTTC), funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Mountain Plains MHTTC provides free training, resources, and technical assistance to individuals serving persons with mental health disorders. Is this information something that you’d be willing or able to share throughout [ORGANIZATION], whether that be in calendars, newsletters, or simply forwarding this email to others? I would be happy to email an updated list of events and resources each month.

[**Mountain Plains MHTTC Needs Assessment Survey; HHS Region 8**](https://undmed-redcap.med.und.edu/redcap/surveys/?s=DHD3XXFJRM)

If you reside in HHS Region 8 (CO, MT, ND, SD, UT, and WY), please consider taking this 10 minute needs assessment survey which will help guide future Mountain Plains MHTTC training and technical assistance.

**Upcoming Free Mountain Plains MHTTC Training Events:**

[**Addressing Suicidality When Crisis Shows Up in Practice; HHS Region 8**](https://mhttcnetwork.org/centers/mountain-plains-mhttc/event/addressing-suicidality-when-crisis-shows-practice-hhs-region-8)

June 3, 2021

During this three-hour training, Dr. Mita Johnson will provide a detailed review of ways to support your client and yourself when suicidality and crisis show up in your practice.

[**Interactional and Dynamic Relationships; HHS Region 8**](https://mhttcnetwork.org/centers/mountain-plains-mhttc/event/interactional-and-dynamic-relationships-hhs-region-8)

June 16, 2021

Why are laughing, crying, and yawning contagious? This session will examine the interactional nature of relationships and how mirror neurons contribute to our interpretation and reactions to both intentional and unintentional messages.

Be well,

[YOUR NAME]

**Sample Mailchimp Listserv Email**

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Appendix F

**Sample Who What, When, Event Dry-Run Checklist**

This checklist can assist program staff in organizing and identifying some of the items that should be reviewed with presenters during a dry-run or practice session. These categories are general, and serve as a guide for beginning this team conversation.

|  |
| --- |
| **Who** |
| **Item** | **Person(s) Responsible** |
| Who is introducing the session? |  |
| Who is screensharing presentation slides? |  |
| Who is monitoring the chat or Q&A fields? |  |
| Who is moderating Q&A with the presenters? |  |
| **What** |
| **Item** | **Notes** |
| What needs to be completed before the session starts? |  |
| What happens if there is an issue with sound during the session? |  |
| What happens if your session is interrupted? |  |
| **When** |
| **Item** | **Time(s)** |
| When does the session start? |  |
| When does Q&A begin? |  |
| When does the session end? |  |
| **How** |
| **Item** | **Notes** |
| How will you share session resources with attendees? |  |
| How will you play videos during the session? |  |
| How will you direct people to complete GPRA? |  |

Appendix G

**Sample Session Script**

Review every section of this script to ensure it matches with the order and content of your introduction slides. This information will also change based on the training platform you are using (Zoom, Adobe Connect, Teams, etc.). Consider adding the script text into the notes section of your presentation so others can follow along and know when slides should be advanced or when others should begin speaking. This housekeeping script was adapted from a template created by the Mountain Plains PTTC.

**---[ HOST] Opens Room---**

**Slide 1 (Welcome Slide)**

**Before start:**

Hello everyone, the session will begin in “\_\_\_\_\_\_\_” minutes.

Please note that all attendees have been muted for today’s session.

Today’s session will be recorded and posted to our program websites for later viewing.

During today’s presentation please be sure to mute yourself. We will have time for Q&A later during today’s session.

**---[HOST] Will Start Recording---**

**Slide 2 (Title)**

Good morning and good afternoon, and welcome to today’s session [TITLE]. My name is [YOUR NAME] and I am a [YOUR TITLE] for the [YOUR CENTER].

As people continue to join us, I will review a few housekeeping notes before we get started

**Slide 3 (Housekeeping)**

* If we need to end today’s session unexpectedly, we will follow-up with you using your registration information.
* To ensure a good experience for everyone today we ask that you keep your microphones muted during today’s presentation. We will have a time for question and answer later during today’s session.
* If you would like to communicate with our presenter or program staff during today’s session please use the chat box feature. We will be sure to respond to questions here as we are able.
* Please remember that depending on how you are using the chat box, information you submit can be viewed by all attendees.
* Slides for today’s session are available on our program website. We will be sharing this link in the chat box and in follow-up emails to ensure you can access these resources.
* We will be sending a follow-up email from today’s presentation with information for claiming a certificate of attendance.

**Slide 4 (Disclaimer)**

Today’s presentation is provided free of charge by the [YOUR CENTER NAME]. Today’s presentation is available in the public domain and should Not be distributed for a fee without the express written permission of the [YOUR CENTER NAME].

The views and opinions expressed during today’s presentation are those of our presenters and do not reflect the official position of the Department of Health and Human Services or SAMHSA. No official support or endorsement of DHHS or SAMHSA is intended or should be inferred.

**Slide 5 (Who We Are)**

[CONSIDER TELLING PEOPLE MORE ABOUT YOUR CENTER HERE].

Sample language for the Mountain Plains MHTTC:

The Mountain Plains Mental Health Technology Transfer Center is one of 12 centers that make up the larger MHTTC network. The MHTTC network is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) to provide training, resources, and technical assistance to individuals serving persons with mental health disorders. The Mountain Plains MHTTC serves the states of Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming and has a particular focus on supporting providers working to meet the mental health needs of individuals living in rural communities. The Mountain Plains MHTTC is administered under a partnership between the University of North Dakota, and the Western Interstate Commission for Higher Education (WICHE).

**Slide 7 (Inclusive Language)**

The MHTTC Network is committed to aligning our training and actions to support affirming, respectful, and recovery-oriented language in all of our training and activities. We recognize the important role that person-first, culturally responsive, inclusive language plays in supporting the mental health and healing of all individuals. We encourage you to visit our website to learn more.

**Slide 8 (Evaluation Information)**

As we have noted, we are funded by SAMHSA to provide today’s presentation. As part of receiving this funding we are required to submit data related to the quality of the session. We ask that you take a moment to complete a very brief evaluation about today’s session. Your responses to these questions are anonymous and we use this information to improve our future events.

**Slide 9 (Title Slide Again)**

Thank you again for joining us today. It is my pleasure to turn things over to [PRESENTER NAME] [EVENT TITLE] to start our session.

Below are pre-written chat-box prompts that can be used to share information easily during the session. Consider making these ahead of your event.

Thank you for joining us today. Please take a moment to complete a survey regarding today’s session by visiting: [GPRA LINK]

You can access slides for today’s session by visiting: [PRODUCT PAGE LINK]

If you would like more information about the [YOUR CENTER] you can visit our website: [YOUR WEBSITE MAIN PAGE]

If you would like more information about upcoming events offered by our center please join our listserv: [LISTSERVE EMAIL LINK]

If you would like to register for the [UPCOMING EVENT YOU HAVE REFERENCED] please visit: [REGISTRATION LINK]

Appendix H

**Sample Attendee Follow-up Email**

**Remember to send this email to attendees using the Blind Carbon copy (BCc) to respect the privacy of attendees.**

Hello Attendees,

Thank you for attending our session [*SESSION TITLE*]hosted by [YOUR CENTER NAME AND ANY OTHER HOSTING CENTER NAMES OR AGENCIES]. Below please find additional information related to our session.

**Webinar Recording and Presentation Slides**

You can view slides and a recording of this session **HERE**.[INCLUDE SESSION HYPERLINK]

**Session Evaluation**

If you have not done so already, please take a brief moment to complete a survey about this session **HERE** [INCLUDE GPRA HYPERLINK]. You are not required to complete this evaluation to receive a certificate of attendance for this session.

**Certificates of Attendance**

In order to be eligible to claim a certificate of attendance you need to have attended at least [ENTER PERCENT OF TIME REQUIRED TO RECEIVE A CERTIFICATE] of this training.

-The following section will likely change based on the system your center uses-

This section is written for the MHTTC network.

Within the next week you will receive an email from networkoffice@mhttcnetwork.org with instructions for how to claim your certificate of attendance from this session. Please monitor your junk/spam folders as messages from networkoffice@mhttcnetwork.org are sometimes flagged. If you have not received an email within one week from today [DATE] please contact me [YOUR EMAIL ADDRESS] for assistance with claiming your certificate of attendance.

**CEUs are not available for this session**.

**Stay Informed About Upcoming Events:**

* **Click here** [INCLUDE HYPERLINK FOR EMAIL LISTSERV] to join the [YOUR CENTER NAME] listserv to stay informed about free upcoming events.

If you have any questions or comments please do not hesitate to reach out to me.

Sincerely,

[YOUR NAME]

Appendix I

**Sample Event Follow-up Tweet**



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