



# 43<sup>rd</sup> Annual NNE CO-OP PCBRN Meeting Report

STOWE, VT | JANUARY 27-29, 2023

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## Summary

The Northern New England CO-OP Practice and Community Based Research Network (known as NNE CO-OP PCBRN; herein referred to as the “CO-OP”) held its 43rd Annual Meeting on January 27-29th, 2023. The meeting was held at StoweFlake Mountain Resort & Spa in Stowe, Vermont. The number of registered attendees totaled 127 (including family and guests). The conference comprised people from 25 institutions and six states. The theme was Climate and Political Determinants of Health. Three official networking events were held as part of the conference along with a two-hour poster session containing 30 posters divided among three categories (completed research, in-progress research, and student research) on Saturday evening. At the end of the conference, a brainstorming session led to 11 research-ready projects and an increase in collaboration potential between the CO-OP and organizations across several states. The rest of this document expands on the previously mentioned qualities and includes internal and external feedback comments on conference processes and suggested improvements.

## Planning

The planning process largely follows the process established in 2019 with some adaptations for resource availability in 2022. The last weekend of January 2023 was selected as the conference date by the Board of Directors. Troi Perkins was designated as Conference Director based on her prior experience as the CO-OP conference planner and director in 2018 and 2019 and conference technical assistant for the virtual meeting held in 2022. As conference director, Troi was in charge of requests for proposals of venue sites, planning the annual meeting theme and agenda, recruitment of volunteers, ordering of conference supplies, advertisement, conference app adoption and set up, website design, and day-of operations. Zoe Daudier was enlisted as conference coordinator for her experience in running the 2022 Virtual COOP Annual Meeting. Zoe was in charge of continuing medical education (CME) credit applications and assisting Troi with conference duties.

### **Request for Proposals**











Contact of potential venue sites was done with Cvent, a conference venue website that helps consolidate Request for Proposals (RFPs). This process was done with previously identified conference venue priorities such as the state venue was located in, the closeness of recreational winter activities such as skiing and snowshoeing, the price of accommodations, and the ability to hold 125 people (see Appendix A).

To select a venue, a request for proposals was sent out on 06/08/2022 to 10 conference venues via Cvent. Two sites did not respond back by the deadline, four declined due to prior engagements, two sites Troi turned down the proposals due to high room rates, and one additional site was turned down due to not being close enough to skiing which was a priority identified by coop members, admin, and

board of directors. One additional site in Killington, Vermont was reached out to via email but declined due to a wedding event on the same weekend (See picture on right).

Stoweflake Mountain Resort and Spa was selected due to the relatively low room price (\$279 per night), having cross-country skiing and snowshoeing trails on site, and easy access to downhill skiing. Once awarded, the Event Coordinator, Scott Baraw, kept in contact to create a contract that was sent to Laurie Emanuel for approval. Two deposits of \$10,000 were required before the event date.

Around November of 2022, Scot Baraw transitioned his handling of the CO-OP event plan to his associate, Madi Woods, due to his retirement and buyout of the venue site. Troi and Zoe met Madi on December 6th, 2022 for an in-person site visit. The conference room setup was based on the 2018 CO-OP Meeting which was held at the same venue and given to Madi during the site visit. Communications between Madi and Troi were consistent from the in-person meeting, though at times quite one-sided, with Troi having to place repeated unanswered calls and emails requesting confirmation of hotel accommodation block, catering meal plan and numbers, and event set up.

	Stoweflake Mountain Resort & Spa Stowe, Vermont   Independent	Awarded	Last response date: 6/20/22 at 12:25 PM
Not Available (9)			
	Portland Sheraton at Sable Oaks South Portland, Maine   Sheraton	Declined	Last response date: 6/9/22 at 1:35 PM
	Wentworth by the Sea, A Marriott Hotel & Spa New Castle, New Hampshire   Marriott Hotels	Declined	Last response date: 6/9/22 at 4:04 PM
	Mountain View Grand Resort & Spa Whitefield, New Hampshire   Independent	No response	Last RFP send date: 6/7/22 at 3:58 PM
	The Essex, Vermont's Culinary Resort & Spa Burlington, Vermont   Gemstone Collection	Declined	Last response date: 6/16/22 at 3:58 PM
	Woodstock Inn & Resort Woodstock, Vermont   Independent	Turned down	Last RFP send date: 6/7/22 at 4:01 PM
	The Bethel Inn Resort Bethel, Maine   Independent	No response	Last RFP send date: 6/7/22 at 4:01 PM
	Sheraton Portsmouth Harborside Hotel Portsmouth, New Hampshire   Sheraton	Declined	Last response date: 6/10/22 at 5:33 PM
	Sugarbush Resort Warren, Vermont   Independent	Turned down	Last RFP send date: 6/7/22 at 4:01 PM
	DoubleTree by Hilton Burlington Vermont South Burlington, Vermont   DoubleTree by Hilton	No response	Last RFP send date: 6/7/22 at 4:01 PM

## **Annual Meeting Theme**

To determine a theme for the 2023 in-person Annual Meeting, an interest survey was created on RedCap and sent to the CO-OP listserv and Board of Directors (see Appendix B). The interest survey consisted of four potential themes which were selected based on relevance to current research in family medicine in 2022.

Results from the interest survey were a 50/50 split between Climate Change and Political Determinants of Health (see Appendix B). After the presentation of survey results to core CO-OP admin, it was agreed upon to have a dual theme of Climate Change and Political Determinants of Health for the Annual Meeting, as the two chosen themes were largely intertwined and allowed for a maximum attendance of members who may not have been familiar with one or the other topics.

Themed speakers were sourced through a combination of calls for proposals put forward at the beginning planning stages of the 2023 Annual Meeting (see Appendix B) and through invitations in September and November preceding the Annual Meeting.

## **Volunteers**

Once a venue was selected and a budget was drafted, Troi calculated ten volunteers would be needed to smoothly implement conference activities. The volunteer duties were split up by day and activity (see Appendix C). Each volunteer was given a free hotel stay and their conference registration was waived in exchange for their time. Preference was given to students and those who could share lodging.

Volunteer recruitment occurred in two distinct methods, one was an embedded interest question in student financial applications and the other was by direct invite from CO-OP Admin to those who could share a room and would be able to help the entire weekend.

Confirmation of volunteer interest was confirmed the first week of January 2023, and a sign-up for events sheet was sent out and required completion one week before the Annual Meeting. All interested volunteers were able to come, resulting in a total of 13 volunteers. Volunteers met Friday before registration and beginning of Friday's networking event for an orientation.

Half of the student volunteers were able to meet on Friday but left after breakfast on Sunday. The future priority for volunteer recruitment should be given to those that agree to make the entire time of the meeting; this will help with the takedown and pack-up of activities.

## **Continuing Medical Education Credits**

Each year the Annual Meeting has offered continuing medical education credits (CMEs) from various institutions. Zoe was in charge of submitting CME applications through Dartmouth Health (DH), which offers both CME/CNE credits in a joint application free of charge, and the American Academy of Family Physicians (AAFP) at a total starting price of \$435, price due to change dependant on prescribed credits and late fees.

The CME process underwent changes through external affiliates that the CO-OP had no control over (refer to Appendix D). CMEs and CNEs through DH were applied for on 12/28/2022 and approval with documents for attendees and accreditation language was received on 01/24/2023, for

a total of 8.50 prescribed CME credits. As of 02/27/2023, Dartmouth Health CNE accreditation has not been received, speakers have not turned in all slide decks necessary for accreditation, even after multiple contacts from Zoe to collect these slides. CMEs through AAFP were applied on 01/12/2023, additional information was requested on 01/25/2023 and 01/26/2023, with final approval on 01/30/2023, for an approved 11.25 prescribed CME credits.

## Conference App Set Up

A conference was proposed in 2019 as a way to reduce organization efforts and allow for electronic registration and transactions. Whova was chosen for the 43rd Annual Meeting due to its familiarity, key features offered, and overall reliability and reputation.

The setup of the app included a virtual meeting with an app representative and attending a few training videos approximately 5-10 minutes long. The agenda was made in the conference app and came with an option to print and integrate the new agenda into a website. Once the agenda was made, speakers and moderators could be tied to events and had access to a speaker portal that allowed speakers to upload documents, change session information, update bios, and post polls to engage attendees. The agenda combined with the speaker portal created the backbone for a conference website made through the app which could then be integrated or hosted on its own (see the image below).

At the same time as the agenda and conference website set up, was the ability to set up registration. The registration portal allowed for multiple ticket types, discount codes, and visibility options. Within the registration settings, there were two credit card processor options for the collection of payment. Due to Dartmouth-Hitchcock Medical Center's (DHMCs) rules regarding outside organization payments, the Stripe processor option was chosen which included a processing fee for each transaction. The processing fee could either be included within the ticket pricing, passed on visibly to the attendee, or deducted from the total registration proceeds at the end. The option was chosen to visibly show it to attendees for transparency's sake.

Attendee access to the Whova app was opened on January 2nd, 2023. All registered attendees had to sign into the app using the email that

they registered with, which was supplied by autopicking of registration information. Once attendees accessed the app, they could set up a profile and even integrate their LinkedIn information and scan their business cards into the app. Attendees also had access to community forums where discussions around a variety of topics could occur including the set up of meet-up events like cross-country skiing during the recreation break. Speaker polls and documents were made available to attendees and private messaging between attendees could occur.

The Whova app made it easy to send announcements to different groups of attendees or all attendees either by app notification, email, or both (as seen in the image on the right). There was also an option to remind people to download the app wherein the app only emailed people who had not signed into the app with their registration email. One issue found with the autogenerated announcements and the app download reminder is the algorithm did not have the option to exclude certain ticket types like children who then did not have an email or had an alternate parents email attached which created a couple of confused attendees.

**Email Campaign**

⚠ This email will only be sent to newly added attendees. Attendees who have received this email will not be sent this again.

**Recipients: \***

- All Attendees (115)
- Speakers (31)
- Organizers (4)
- Students (10)
- Residents (0)
- Volunteers (13)
- Poster Presenters (23)
- Board Members (11)

Or select attendees manually

**Sender Name: \*** Troi Perkins

**Reply-to Email: \*** thetroiperkins@gmail.com  
You will receive replies at this email address. This can be different from your "Sender Email."

**Subject: \*** Ready for 43rd NNE CO-OP PCBRN Annual Meeting? Download the Whova App

**43rd NNE CO-OP PCBRN Annual Meeting**

Dear {{First\_Name}},

Ready to attend the 43rd NNE CO-OP PCBRN Annual Meeting? We will use an online platform called Whova for our event. You can [Download the Whova app to access the event](#):

- View the event **agenda** and plan your personal schedule
- Access to **documents** and **slides** shared by organizers and speakers
- **Find who else is attending** this event and reach out to people ahead of time
- Plan some social activities such as **yoga, coffee hour, or meet-ups** with your fellow attendees. You can even **post job openings**.
- Engage with **speakers who have posted polls** to hear from you.
- Receive updates such as **last minute session changes** from the organizers

After downloading, use this email address ({{Attendee\_Email}}) when signing up on Whova mobile apps or web portal. Make sure you choose a strong password. You can also sign up using a social media account. Once you have signed up, you should be taken directly to your event!

Send only to people without the app  
People who have the app will not receive the message

Cancel Copy and compose new Send

## Advertisement Timeline

The 43rd Annual Meeting followed an advertisement timeline that was identified back in 2019. The Annual Meeting Advertisement Timeline is split into months and starts in March of the preceding year to the conference i.e. 43rd Annual CO-OP Meeting was held in January 2023, but advertisement started in March of 2022.

There was a delay in the original timeline due to staffing changes within the Department of Community and Family Medicine (CFM). CFM contributed a majority of CO-OP Annual Meeting funding and resources. The process of hiring a new Financial and Research Manager delayed approval for things like conference budgeting, venue options, amount of students scholarships given, and the number of invited guests. A new CFM Department Chair, Beth Wilson, also took over in March of 2022 which delayed several conference key decision factors.



In general, the advertisement and status of the 43rd Annual Meeting were sent out once a month starting in March 2022 with a monthly newsletter and fliers (see Appendix E). The monthly newsletter was continued throughout 2022, ending in December 2022 when a new quarterly newsletter was agreed upon for 2023.

The advertisement was handled mostly by Troi and Zoe with some additional support for Dartmouth servers by Merilee Perkins and some external partners by Beth Wilson, Laurie Emanuel, and Maureen Boardman. The breadth of conference advertisement and outreach was largely focused within the Northeastern region of the United States covering Maine, Massachusetts, New Hampshire, and Vermont. Some advertisement was sent to the University of Colorado and the Vermont Law and Graduate School. Additional advertisement of the CO-OP annual meeting was done at both NAPCRG PBRN and Annual Meeting conferences.

The following two tables outline the major advertisement and conference planning decisions:

### 43rd Annual Meeting Advertisement Timeline (2022)

March	April	May	June	July	Aug.	Sept.
Previous Annual Meeting Report shared.	The budget for the 2023 Annual Meeting is created.	RFP collected and in negotiations (see Appendix A).	Keynote Speaker negotiations continued.	Venue chosen.	CFM financial and research director officially starts.	Initial Call for Proposals and Announcement of Keynote Speaker sent 09/14/2022 (see Appendix B).
Workgroup Signups from Previous Meeting is handed out.	The date of the Annual Meeting is confirmed.	The annual Meeting Theme was confirmed and sent to the listserv (See Appendix B).	RFP negotiations continued.	Keynote Speaker confirmed (See Appendix E).		Save the date and proposals sent to UNH, UVM, MaineHealth, Harvard C-Change, Boston University, New London College, Duke, and Yale (see Appendix E).
Information on the 2023 Annual Theme is collected (see Appendix B).	RFP sent out.	Keynote Speakers identified and contacted.		Save the Date sent out 7/13/2022 via listserv (see Appendix E).		
		Maureen and Beth attend the NAPCRG PBRN conference in Bethesda, MD.				

### 43rd Annual Meeting Advertisement Timeline (2022-2023)

Oct.	Nov.	Dec.	Jan.	Feb.
Speaker Deadline (EoM): Call for Proposals deadline extended through 10/12/2022, extension announced via CO-OP listserv on 10/05/2022.	Speaker confirmations were sent to individuals on a rolling basis by Troi. Poster and workshop presenter confirmations were sent by Zoe beginning on 11/10/2022.	The last poster abstract was submitted on 12/23/2022.	A poster session discussion board was opened within Whova app by Troi on 01/11/2023.	Working research interest groups created from the Annual Meeting.
Call for Poster Abstract submissions were accepted on a rolling basis until 01/01/2023 and capped at 40 maximum.	Panelist and Speaker confirmations were sent by Troi Perkins beginning on 11/09/2022.	Early registration was extended from 12/1/2022 to 12/16/2022.	AAFP CME application submitted 01/12/2023 by Zoe. Additional information was requested on 01/25/2023 and 01/26/2023. Final approval was received on 01/30/2023.	Handwritten and signed thank you cards sent to speakers by COOP Admin 2/8/2023.
Student Scholarships were open on 10/01/2022 and accepted on a rolling basis.	Final agenda announcement made.	Zoe submitted Dartmouth Health CME on 12/28/2022, and approval with documents for attendees was received on 01/24/2023.	Reminder emails for app download went out once a week.	Annual Meeting report due.
Volunteer interest was taken through student scholarship applications.	Early registration opened (\$100 off).	The last student scholarship application was submitted on 12/21/2022.	Volunteers confirmed and assigned tasks by 1/16/2023 (see Appendix C).	Annual Meeting survey collections are ongoing. Initial send out via Whova on 01/31/2023 and on CO-OP listserv on 02/15/2023.
	CO-OP admin present at NAPCRG Annual Meeting.		Conference held 01/27/2023-01/29/2023; Board Meeting on 29th.	

## Conference Activities and Events

The 43rd Annual Meeting followed previous in-person event formats. The conference officially started with registration at 5:00 PM on Friday, January 27th, and was adjourned at noon on January 29th.

Per the agenda seen in Appendix G, the conference consisted of a keynote speaker presentation on Friday, a panel of presenters Saturday morning, concurrent themed seminar sessions and non-theme related education workshops on Saturday and Sunday, three networking events distributed between Friday and Saturday, a poster session on Saturday night, and the CO-OP's signature research brainstorming session on Sunday morning followed by an award ceremony to close out Sunday.

### Keynote



Pictured above is the Annual Meeting's keynote speaker, Dr. Tess Wiskel, who was referred to the CO-OP by Dr. Aaron Bernstein (whom the CO-OP had reached out to as the first keynote speaker choice). Dr. Wiskel invited two residents to join her and helped with the advertisement of the CO-OP's Annual Meeting to Harvard C-Change. In addition to her keynote presentation on Friday night, Tess stayed Saturday morning to chat with students at a Breakfast Interest Table.

### Panel

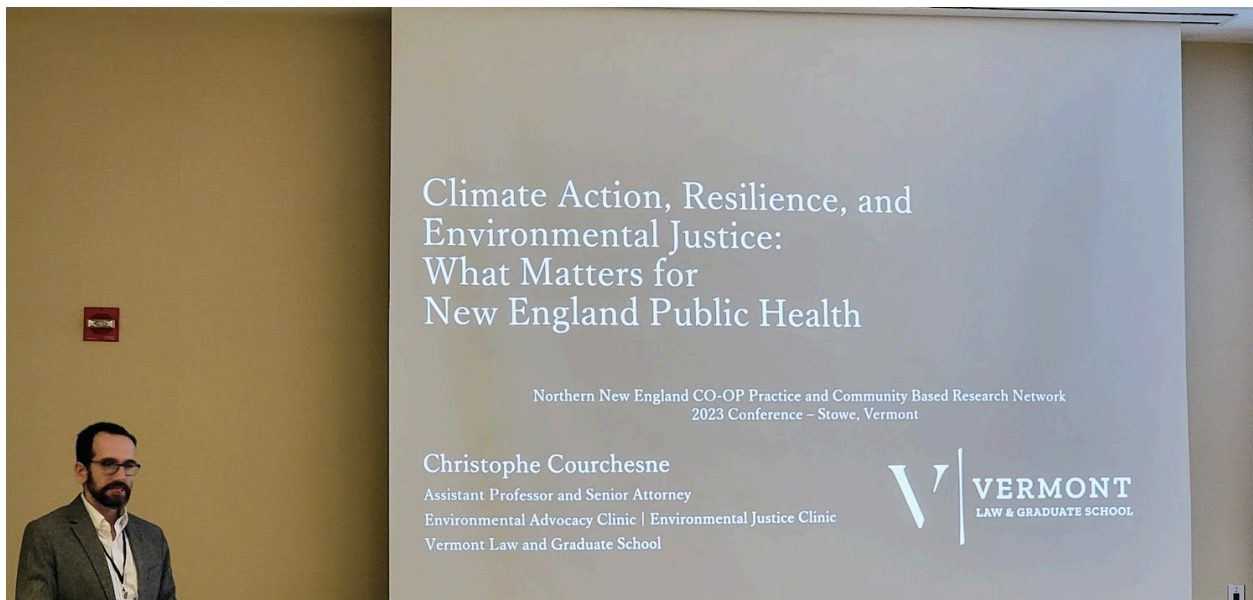
The climate health panel consisted of four speakers and was moderated by Maureen Boardman and Troi Perkins. The idea behind the panel was to provide a current state of affairs of climate health in healthcare within New England through brief panelist introductions and a general Q&A session. Troi wanted to include perspectives from medical students, public health researchers, clinicians,

economists, and climate health policy advocates/makers based on her previous work in environmental community-based management event coordination and stakeholder analysis.

Troi originally identified and reached out to seven panelists. Two panelists had a previous engagement for the weekend of the annual meeting, while the third was originally accepted in November, but then had to withdraw in December due to an emergent family issue. The final four panelists consisted of, Assistant Research Professor, Dr. Christine Vatovec, at UVM Osher Center for Integrative Health; Senior Attorney and Assistant Professor, Christophe Courchesne, at Environmental Advocacy and Environmental Justice Clinics, Vermont Law and Graduate School; Medical Student, Jessinta Palack, at Geisel School of Medicine at Dartmouth and part of Medical students for a Sustainable Future; and Education Director and Project ECHO coordinator, Dr. Seddon Savage, at Dartmouth Health and with NH Healthcare Workers for Climate Action.

After the speakers were selected and confirmed, Maureen and Troi had a virtual meet and greet the speakers on January 18th, where everyone went over the panel expectations and had the option to voice questions or concerns. It was agreed then that Maureen would give a brief introduction of the panelists at the beginning of the session and then ask an introductory question to which the panelist would take five to seven minutes each to respond before opening up to attendees for questions.

## Seminars



Our seminars were a mixture of applied abstracts and recruited individuals. The seminars fell into either the Climate Effects on Health track (as seen in the picture above with speaker Christophe Courchesne) or the Political Determinants of Health. To maximize the amount of content available for attendees and to be fair to each track, Troi scheduled four concurrent sessions, two per track, that allowed for a 40-minute presentation and a 10-minute Q&A session. Each session had two volunteers to help moderate time and provide IT support.

## Workshops

Non-themed continuing education workshops were submitted to our call for proposals. Maureen asked the Board of Directors for volunteers to create a conference planning committee that would then review the workshop proposals and select four for presentation; two on Saturday and two on Sunday. The conference planning committee wanted to have as many workshops able to present as possible, so it was decided that four workshops would present in a concurrent session on Saturday and an additional four workshops again on Sunday morning.

Attendance for workshops was less than the themed seminars and varied greatly by topic. One workshop had as few as four attendees while another had approximately 40 people. The most attended workshops were on Saturday as predicted by a drop in overall attendance on Sunday morning. However, Sunday workshops were attended in more even distribution, possibly due to the fact only three of the four originally planned workshops were offered as one speaker had to back out due to personal reasons. We may want to consider backing workshops offered from four to three concurrent sessions when having ~125 people or less in attendance.

## Networking Events

In 2019, Troi initiated an annual networking event called a game night for the first night of the CO-OP Annual Meeting. The game night is designed to promote social interactions and act as an icebreaker for attendees. The games selected were chosen for the number of players, ease of learning rules, and quick (15-60 min) gameplay. The game night was also chosen to be held in the venue's tavern, so that food and drink were easily accessible and offered opportunities for socializing without games. Overall, attendance was high with just over 60 people counted (see the picture above for an average group size per game). Support over having another game night was offered by attendees before a survey was initiated which also supported the networking event.



together new and old CO-OP members.

On Saturday morning, a sunrise swim networking event, a tradition that has spanned decades of the CO-OP Annual Meetings, was offered again by Maureen. There was a small group of 10 people in attendance, mostly people that are long-term CO-OP members (some shown in the photo on the left). Those that joined thoroughly enjoyed the event. Considering this event was free to host, it is recommended by Troi and Maureen to host again in the future and could serve as a catalyst for bringing

The last moderated networking event occurred on Saturday night in the form of a S'mores campfire. Attendees were able to grab s'mores fixing and socialize around a campfire under the starry night sky. This event was chosen as a way to bring families of attendees together and offer a gathering space for those still not yet ready to retire. Attendance was over 30 people coming and going from the fire and lasted a little over an hour. Troi moderated the social and was happy to report that there were two people enjoying S'mores for the first time and many happy and grateful attendees.

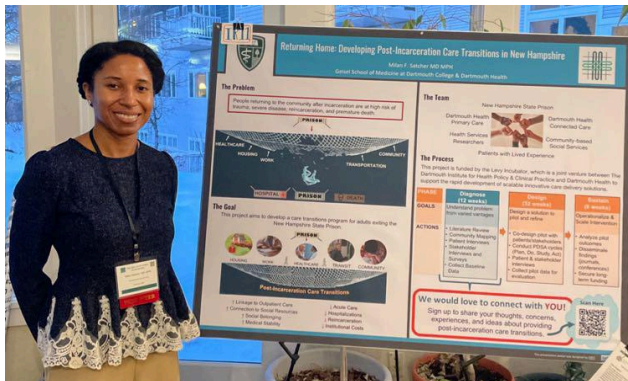
The CO-OP hosted another networking event that spanned over breakfast time on Saturday and Sunday and was not closely moderated. Attendees had the option to create interest tables by either letting a CO-OP staff or volunteer member know. In total there were five interest tables on Saturday and seven on Sunday. Interest tables spanned the following topics: Card Studies, NNE CTR, Student Meet and Greet, Keynote Speaker Meet and Greet, Climate Health x2, Nursing Coalition, and Adverse Childhood Experiences,

Important to note is that attendees could create their own events or meet-ups. Such events included a morning Yoga Session, cross-country skiing, snowshoeing, and Stowe Cidery tour. Depicted below are some pictures that were submitted by attendees from the aforementioned events.



### **Poster Session**

Due to feedback from 2018 and again in 2019, the CO-OP extended its poster session from an hour and a half to two hours for this Annual Meeting. Poster abstracts were accepted on a rolling basis from their first initial call, up until January 1st, 2023. The venue space available was supposed to hold 40 posters as told by Stoweflake event staff so the maximum number of posters accepted was capped at 40. The total number of poster abstracts accepted was 30 posters spanning three different categories; In-progress Research, Completed Research, and Student Research. Attendees were given the chance to vote for their favorite poster in the In-progress Research and Completed Research categories (see Appendix H) for format. The previously mentioned Conference Planning Committee judged the five student voters and picked their favorite.



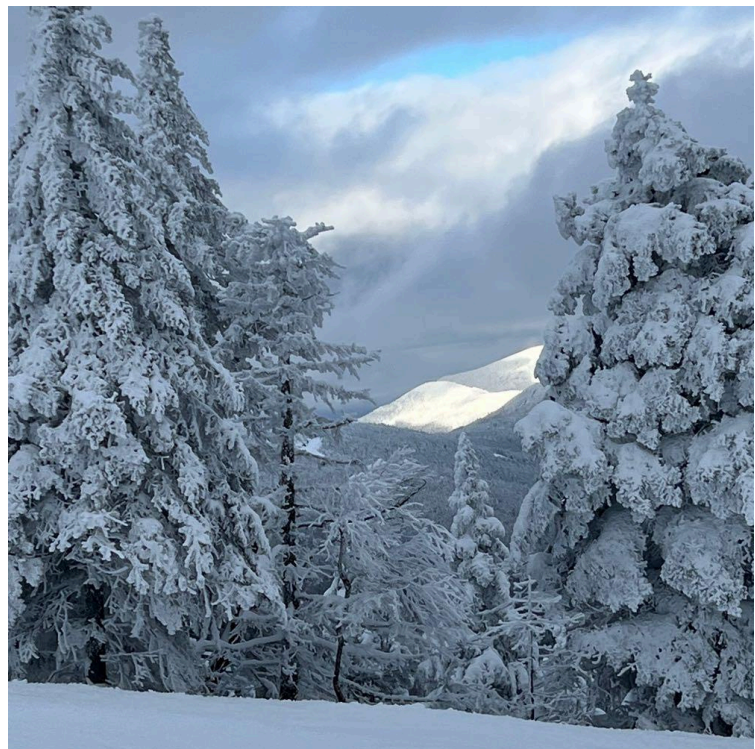
Incentives were given to attendees to increase voting and attendance at the Poster Session. Each attendee who came to the poster session was given one free drink ticket and two voting slips by a volunteer. The volunteer then explained how voting worked and that, in return for the two voting slips, attendees would be given one more free drink ticket. Drink tickets were valid for both non-alcoholic and alcoholic drinks. Featured in the image to the left, is Milan Satcher, winner of two of

three poster categories.

Around 100 people were in attendance based on voting tickets and multiple headcounts. The winners of the poster session were then announced the following morning during the Award Ceremony. Feedback on the poster session from attendees was positive and encouraged the continuation of the poster session in future meetings.

### Incentivized Engagement Events

The 2023 Annual Meeting also featured two weekend-long incentivized events in the form of gamification. The Whova app's built-in features included a leaderboard and photo contest (see Appendix J). All non-staff attendees could compete in the virtual leaderboard by earning points for doing various in-app tasks such as engaging with other attendees in the community forum, organizing networking sessions or meet-ups, sharing resources, and more. The leaderboard consisted of 10 spots but only the top three would be given awards by the CO-OP. The photo contest was straightforward in that whoever posted the photo with the most likes won a prize. The photo that won is featured above, titled "Stowe Today" by Annika Brown.





## External Feedback

In addition to the research brainstorming results of the Annual Meeting, there were a number of methods by which feedback on various aspects of the conference occurred. The major methods of external feedback collection include CME evaluation forms, RedCap conference survey results, Whova-generated reports, and thank-you cards and notes from attendees.

### **CME evaluations**

The Center for Learning and Professional Development (CLPD) is responsible for all evaluations tied to DH CME credit claimed by attendees of the Annual Meeting, this is optional, but the easiest route to take as the CLPD requires specific questions and wording to be asked. If CO-OP staff wish to have certain questions added to evaluations this is possible, wording will need to be sent to Terri Farnham prior to the Annual Meeting. If attendees claim credit through DH, they will receive further instructions on how to submit speaker evaluations depending on the sessions they attended, see Appendix D for more details. CFM staff do not receive full aggregated evaluations until approximately two months after the Annual Meeting and thus are not included in this report at this time.

### **Conference REDCap survey**

A RedCap survey requesting feedback from the CO-OP on metrics that influence the selection of the 2024 conference site was sent to conference attendees first on 01/30/23 through the Whova App and then again two weeks later to the whole CO-OP Member listserv. As of this writing, only 16 responses have been received. Based on the email listserv number of 375 addresses, we are aiming for a 15% response rate by April 2023. The results of this survey will be distributed to CO-OP staff and the Board of Directors.

### **Whova Report**

After the Annual Meeting concluded, Whova created an automated 45-page statistical metric report on the usage of the conference app by both the attendee and the organizer's usage. The end of the conference report was requested by Troi on 02/03/2023 and then discussed between Troi and Connor Shoop, the Whova Representative in charge of facilitation of the Whova App with the CO-OP's conference, on 02/07/2023. Troi further narrowed down the report and created a seven-page summary of the key findings for feedback with the CO-OP administration on 02/08/2023 (see Appendix J).

### **Attendee Comments**

Several thank you cards and notes were sent to attendee staff. These include applause on conference planning and execution for Troi and Zoe, the usefulness of the Whova conference App, and appreciation for chosen diversity of speakers specifically including student, clinician, researcher, and legal perspectives. Additionally, some suggestions were included for the next annual meeting such as more inclusion and representations of nurses and patients, hybrid ( in-person and online) events, and access to posters before and after the presentation.

## Considerations for the 44<sup>th</sup> Annual Meeting

To improve the planning process and flow of the 2024 Annual Meeting, Troi and Zoe have created a list of ideas to implement within the next year. The ideas revolve around attendance, budget, planning, and venue selection.

### Attendance

- Include nurses in invitation and advertisement listings
- Reach out to each CO-OP Practice site ahead of time
- Interdisciplinary focus i.e. VLGS, NHHWCA

### Budget

- Seek outside grants and financial matches (NNE-CTR)
- Look at sponsorships from Geisel/Medical institutions/non-profit organizations
- Set up scholarship fund amount and process for student attendees
- Stress Sunday availability for volunteer recruitment ~5 volunteers min
- If the theme is not within a DH specialty then invite speakers ahead of time with room accommodation and waiving of registration fee

### Planning

- Secure date and conference location within a month from meeting ending (by end of February 2019)
- Send out Save-the-Date by March.
- Advertise to different medical associations
- Continue advertisement and recruitment of speakers and presenters at other conferences like NAPCRG
- Create a slideshow of conference topics and speakers to display at DH and Dartmouth College

### Venue

- Search for a location that can handle 125-150 attendees
- Room block of 70 rooms (CFM Department will need at least 10)
- Check sound system and make sure can handle 4-5 microphones
- Check for easel rentals and spacing requirements of 30-40 standard 36" x 48" posters

In general, the 43rd Annual Meeting was considered a resounding success and though there is always room for improvement, the CO-OP's 44th Annual Meeting should also be a success by following similar steps to the 2023 Annual Meeting. For more detailed information on the 43rd Annual Meeting including a selection of 200+ pictures, see the CO-OP's website at:

<https://geiselmed.dartmouth.edu/nnecooppcbrn/annual-meetings/>.

# Appendix A: Request for Proposal

**Conference / Convention for Dartmouth CO-OP NNE PBRN**  
Dartmouth CO-OP NNE PBRN



RFP Details	
<b>RFP Name</b>	Conference / Convention for Dartmouth CO-OP NNE PBRN
<b>Response Due Date</b>	Tue, Jun 21, 2022
<b>Decision Due Date</b>	Tue, Jun 28, 2022
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	PPN7RD8VDN5

Key Contact Information			
<b>Contact Name</b>	Troi Perkins	<b>Email Address</b>	<a href="mailto:typerkin@ncsu.edu">typerkin@ncsu.edu</a>
<b>Organization</b>	Dartmouth CO-OP NNE PBRN	<b>Phone Number</b>	2529177295
<b>Title</b>	Title		
<b>Preferred Contact Method</b>	Email Address		
<b>Address</b>	Hanover USA		

Organization Information			
<b>Organization Name</b>	Dartmouth CO-OP NNE PBRN		
<b>Organization Type</b>	Association	<b>Industry</b>	Healthcare, Pharmaceuticals, and Biotech
<b>Events per Year</b>	0		

Event Information	
<b>Event Name</b>	Conference / Convention for Dartmouth CO-OP NNE PBRN
<b>Total Attendees</b>	125
<b>Event Type</b>	Conference or Convention
<b>Commission</b>	No
<b>Event History</b>	This event is happening for the first time.
<b>Dates Flexible</b>	No
<b>Event Dates</b>	0 date options from Fri, Jan 27, 2023 to Sun, Jan 29, 2023
<b>Additional Information</b>	<p>We are looking for a place to host our 43rd Dartmouth CO-OP NNE PBRN Annual Meeting. Our meeting usually draws 120 attendees made up of health care clinicians and medical students from across the Northeastern Region. We are focusing this year on Climate Effects and Political Determinants of Health with support by Dartmouth College, Dartmouth-Health, Maine Medical, University of Vermont, and University of New Hampshire. Our attendees book their own rooms while the conference staff usually have around 10 rooms included in the venue costs and a potential cottage/condo for volunteer attendees. Internet is also a must for our conference attendees as our event is intended to be hybrid.</p> <p>We generally use a room with half rounds for each meal and a general meeting presentation. Other room styles in the past have been three rooms (simultaneously) with a classroom set up for 25 people, an auditorium set up for 30 people, and a standing reception area for poster presentation that can accommodate 80 people.</p> <p>On-site catering is a must and would consist of buffet-style menus for Friday night dinner; Saturday breakfast, lunch, and dinner; Sunday breakfast; and snacks throughout Saturday until we adjourn at Noon on Sunday. A small lunch for a board meeting of about 15 people on Sunday. We also generally host a poster session with a cash bar before dinner on Saturday.</p> <p>Our estimated budget usually runs between \$23-28k for all venue costs. This years budget is still a work in progress. We can provide previous budgets and conference schedules as needed.</p>

Guest Room Requirements					
Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Fri, Jan 27, 2023	50				
Sat, Jan 28, 2023	50				
Meeting Room Name Occupancy	Double	Double	Double	Double	-
<b>Check-In Date</b>	Fri, Jan 27, 2023			<b>Total Room Nights</b>	100
				<b>Peak Room Nights</b>	50

Meeting Room Requirements	
<b>Start Date</b>	Fri, Jan 27, 2023

# Appendix B: Annual Meeting Theme Survey and Results

## 43rd Annual Meeting Theme Preference



Below are three options for potential themes for our 43rd Annual Meeting. Please read the options and then rank them according to your favorite theme.

Please keep in mind our previous Annual Meeting Themes were Substance Abuse, Sexual Education & Pediatric Care, Mental Illnesses, and COVID-19 (2021 & 2022).

### Option A: Climate Effects on Health Care

**Relevance:** Climate Effects like rising temperatures and extreme weather events are forecasted to be rising in frequency for the New England region where it is known the populations of concern including minorities will bear the brunt of its effects <sup>1</sup>. The Centers for Disease Control and Prevention has long acknowledged climate effects on human health as one of the top healthcare research topics of importance and has recently come out with regional recommendations for the Northeastern US with new guidance and funding pending a 2022 review <sup>2</sup>. Harvard, Dartmouth College, Maine Medical, and the University of Vermont have recently led a series on climate effects in healthcare as an emerging topic of concern <sup>3</sup>.

Workshop & Presentation Topics	Study Examples
Rising Temperatures & Extreme Weather	<ul style="list-style-type: none"><li>• Rising Heat-related Deaths and Children ER Visits</li><li>• Increased Asthma Cases in Urban Heat Island</li><li>• Lyme Cases and Zoonotic Disease Spillover Increases</li></ul>
Water-Related Illness	<ul style="list-style-type: none"><li>• PFAS Screening in Drinking Water and Patient Bloodwork</li><li>• Drinking Water Shortage and Well-water Contamination</li><li>• Increase Waterborne Disease from Heat and Flood Events</li></ul>
Food Safety, Nutrition, and Distribution	<ul style="list-style-type: none"><li>• Increase in Food Deserts and Insecurity due to Droughts and Rising Cooling Costs</li><li>• Foodborne Diseases Rising in New England Nutrition Markets</li><li>• Increase Pesticide Exposures to Migrant Farm Workers</li></ul>
Mental Health Strategies	<ul style="list-style-type: none"><li>• Refuge from Heat leads to More Time Spent Indoors and in front of Screens</li><li>• Rising Costs of AC Housing in New England Leads to increase Anxiety</li><li>• Climate-related Events Hit Populations of Concern Hardest- Increasing Physical and Mental Health Burdens for Climate Refugees</li></ul>

## Option B: Political (Social) Determinants of Health

**Relevance:** Satcher Health Leadership Institute held a Ted Talk recently by Daniel Dawes who talks about the significance that political relationships play in social determinants of health [1](#). As the Supreme Court Draft Opinion was released, we are seeing how politics are affecting real-time women's reproductive health care access in dozens of states [2](#). Similarly, political decisions have driven limitations of LGBTQI+ rights that have a direct effect on sexual health education and the mental health of LGBTQI+ individuals and allies [3](#).

Workshop & Presentation Topics	Study Examples
Access to Reproductive Services	<ul style="list-style-type: none"> <li>Over 20 States are Set to Restrict/Ban Abortion Leading to Unsafe Early Termination Options</li> <li>Some States are Set to Make Clinical Providers Assisting in Abortion Services as a Felony</li> <li>Increase in screening for HIV and linkage to medical care</li> </ul>
LGBTQI+ Political Issues	<ul style="list-style-type: none"> <li>'Just Say No' Leads to Gaps in Sexual Health Education</li> <li>Increased Stigmatization of LGBTQI+ Individuals Lead to Increased Mental Health and Suicide Risks</li> <li>Provider Language on LGBTQI+ Can Alienate Individuals and Lead to Missed Health Care Opportunities</li> </ul>
Food Safety, Nutrition, and Distribution	<ul style="list-style-type: none"> <li>Clinics as Providers of Food Security Programs</li> <li>Missed Opportunities to Improve Food Security for Pregnant People</li> <li>Impact of COVID-19 on Food Security of Vulnerable Populations</li> </ul>
Housing & Mental Health Strategies	<ul style="list-style-type: none"> <li>Access to Affordable Safe Housing affects Mental Health Issues</li> <li>Rising Housing Market prices lead to more Residents in Substandard Housing Conditions</li> <li>Increased Commute Times impact on Mental Health of Residents Seeking Affordable Housing</li> </ul>

# Option C: Chronic Disease Education & Implementation

**Relevance:** The World Health Organization has listed obesity, nutrition, and physical activity, and its impact on chronic conditions as one of their objectives to address in Healthy People 2023 [1](#). As patient education increases through educational campaigns and patients, turn to mobile or web-based strategies may positively impact access and patient outcomes [2](#). Successful chronic disease education and implementation through quality improvement processes may point toward positive indicators for both providers and patients [3](#).

Workshop & Presentation Topics	Study Examples
Patient education	<ul style="list-style-type: none"> <li>Social Media Impact on Awareness and Educational Strategies</li> <li>Anger and Stress Management Education's impact on Hypertension</li> <li>Sleep Health Influences on Stress and Memory</li> </ul>
Patient engagement: EMR	<ul style="list-style-type: none"> <li>Impact of "Patient Portal Use" on Knowledge of Upcoming Visit and Testing Information</li> <li>Return to Routine Screenings Post COVID</li> <li>Youth engagement in physical activity</li> </ul>
Implementation strategies	<ul style="list-style-type: none"> <li>Mobile Food Vans and Farmer's Markets Impact Providing Accessible and Nutritional Quality Food</li> <li>Needle Exchange Programs Influence on The Reduction of HIV and Hepatitis Diagnosis</li> <li>Community Outreach and School-based Policies Targeting Chronic Disease Risk Factors</li> </ul>
Quality Improvement	<ul style="list-style-type: none"> <li>Increase in Patient Visits with Better Health Monitoring Systems</li> <li>Improvement of Patient and Staff Satisfaction through Efficiency</li> <li>Streamlined Workflow to Reduce Provider Burnout</li> </ul>

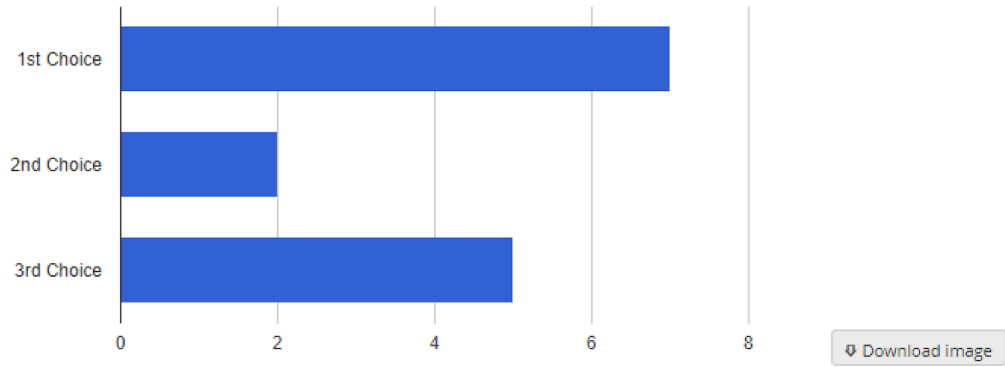
## Theme Options for 43rd Annual Meeting

(One selection allowed per column)	1st Choice	2nd Choice	3rd Choice
1) <b>Option A: Climate Effects on Health Care</b> <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) <b>Option B: Political (Social) Determinants of Health</b> <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) <b>Option C: Chronic Disease Education &amp; Implementation</b> <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Option A: Climate Effects on Health Care** *(climate)* [Refresh Plot](#) | [View as Bar Chart](#) ▼

Total Count (N)	Missing*	Unique
14	0 (0.0%)	3

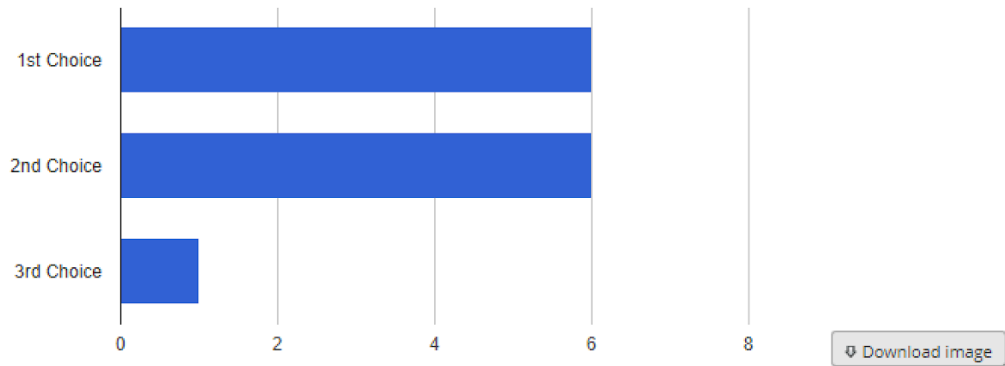
Counts/frequency: 1st Choice (7, 50.0%), 2nd Choice (2, 14.3%), 3rd Choice (5, 35.7%)



**Option B: Political (Social) Determinants of Health** *(political)* [Refresh Plot](#) | [View as Bar Chart](#) ▼

Total Count (N)	Missing*	Unique
13	1 (7.1%)	3

Counts/frequency: 1st Choice (6, 46.2%), 2nd Choice (6, 46.2%), 3rd Choice (1, 7.7%)





## Appendix C: Volunteer Instructions

# 43<sup>rd</sup> Annual NNE CO-OP PCBRN Meeting

Stoweflake Mountain Resort & Spa, Stowe VT  
January 27-29

### Volunteer General Expectations

The dress code for our weekend activities is business casual. Please wear your name badge and identify yourself with the 'Volunteer' name ribbon available at registration. We have several required networking session events that we would like all volunteers to attend if possible. Remember your volunteer work is in exchange for hotel and registration fee coverage, **you should NOT have to pay** any conference fees or for your hotel (except incidentals) so please reach out to Troi if there was a mistake.

- Please be dressed in business casual wear and speak courteously
- Arrive 10 minutes early to each of your sessions
- Mingle during social/networking events
- Wear your name badge
- Use the [conference app](#)
- Have fun!

### Session Instructions:

Everyone should have a partner but don't fret if you don't; this should be doable for just one person as well. As a timekeeper, remember you can speak up and be assertive (but polite) in order to maintain the time limit.

### **Time Keepers:**

Look at the time of your assigned session and factor in 10 minutes for Q&A (unless otherwise directed). The 10-minute Q&A start will be your goal for the timing of the signs. Hold up each sign for the speaker to see; Yellow for five minutes away, Orange for 1 min left; Red for STOP and begin Q&A. Hold up the Orange card for 1 min of Q&A left, and RED to stop. We will have timers supplied but feel free to use a watch or phone if that's more comfortable for you.

### **AV Technicians:**

Help the presenter set up their presentation as requested. **They should have their own laptop and/or USB.** In the event the person does NOT have a laptop there will be a Mac available for use with Powerpoint installed. All projectors will be hooked up beforehand and will just need to connect to the laptop. Each projector will have a default HDMI cord and a converter from HDMI to USB-C to accommodate most Macs and Windows. We will also have a clicker/wireless pointer available to the presenter, this clicker will need to be plugged into the laptop with the supplied USB/USB-C adapter, and the switch on the remote turned on. The up arrow goes backward in slides, the down arrow goes to the next slide (forward). There is no microphone. If you need anything, call Troi at 252 917 7295.

## Required Events

The following events are ones we need every volunteer to attend if able! *Please add these to your agenda on the conference app so we know you are going.*

### Friday:

#### Networking Game Night

Each volunteer should come to the game night and participate. Feel free to bring your own game or just watch others play if you don't like playing. Games provided are Jenga, Wingspan, Unstable Unicorns, Upwards, Photosynthesis, and Cobra Paw.

### Saturday:

#### Special Interest Table at Breakfast

Student Meet & Greet **OR** Special Interest Table: Chat with Dr. Tess Wiskel (Keynote Speaker)

#### Panel Q&A

Each volunteer will have a pre-written question either from Troi or one they come up with that we will discuss in a text group on the conference app. This question can be posted on the conference app session and then read out during the session. Maureen and Troi will open the room to questions during the Q&A in which you can raise your hand to ask the questions- try to give 30 seconds after the answers to the previous question to allow for others to respond. These pre-written questions are just to spark discussion and help fill silence if needed but please feel free to speak up if you are interested/have other questions!

#### Poster Session

We will need everyone present at 4:30 PM to set up the easels and table with supplies. We will do honor shifts so at least two people will staff the table at any given time during the session while others walk around and talk to people- the shifts will be up to you. At the table, one person will be handing out drink tickets as people come in while the second person will be taking votes for the best poster. There will be three boxes, one for each poster category: Research Completed, Research In-Progress, and Student Research. When someone puts their **three votes** into the boxes they get a drink ticket in return. All help will be needed when the Poster Session is over at 7 PM as we will need to put all the easels, backboards, and supplies away.

#### S'mores Networking Event:

Only required to attend the first 15 minutes! Grab a s'more, stay and chat, or head to bed early, the choice is yours!

## Assignments

Due to the nature of the conference has two thematic tracks, Climate Health and Political Determinants of Health, we would like to match your interests to the duties so you can see as many sessions as possible. Please sign up for which sessions you are interested in below. The # volunteers are the required need while the 'Interested:' will let others know you can do that event as well. Note each event is ordered chronologically and content can be checked with the [agenda](#).

## Friday:

All Day: \_\_\_\_\_ as Photographer; \_\_\_\_\_ as a floater

### Registration

Two volunteers will use an iPad to check in attendees and the other will hand out name badges and lanyards and then direct them to the name ribbon table nearby.

#### Registration Instructions:

- Folders are organized in alphabetical order by FIRST name with A-M in one bin and N-Z in another. The folder will contain a premade name badge only for the registered attendees.
- In addition to the folder, that volunteer should give each attendee a lanyard. I've provided extra badges, badge inserts, and string just in case we run out.
- On the table will be stacks of ribbons for the name badge. Direct the attendees to select the ribbon that applies to them.
- Remind everyone of the networking event and to complete the evaluation form as it's required for CME credit. CME credit this year is 8.5 hours.

## Saturday:

All Day: \_\_\_\_\_ as Photographer; \_\_\_\_\_ as a floater

### Concurrent Session 1

Concurrent Session 1A: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 1B: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 1C: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 1D: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

### Concurrent Session 2

Concurrent Session 2A: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 2B: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 2C: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 2D: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

### Concurrent Session 3

Concurrent Session 3A: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 3B: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 3C: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 3D: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

## Sunday:

All Day: \_\_\_\_\_ as Photographer; \_\_\_\_\_ as a floater and clean-up support

### Concurrent Session 4

Concurrent Session 4A: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 4B: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

### Concurrent Session 5

Concurrent Session 5A: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 5B: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

Concurrent Session 5C: Timekeeper: \_\_\_\_\_ Tech Support: \_\_\_\_\_ Interested: \_\_\_\_\_

## FAQ from Attendees

Q. "How do I download the app?"

A. We will have several QR copies they can scan. They can also navigate to [https://whova.com/portal/ieadc\\_202301/?source=text\\_link](https://whova.com/portal/ieadc_202301/?source=text_link) or go to their app store, download WHOVA, and enter the invitation code **redacted**

Q. "I lost my agenda, where can I get an extra copy?"

A. Please navigate to our website, <https://geiselmed.dartmouth.edu/nnecooppcbrn/annual-meetings/43rd-annual-meeting/>, or use the conference app. There will be a physical master copy on the registration table and in front of the general session area. We do not have extra paper copies in an effort to be more sustainable.

Q. "I forgot my name badge, is there extras?"

A. Yes, there are extras available during meals outside of the Stowe Room across from the Atrium.

Q. "Where can I find [insert name] room?"

A. Pinnacle A-C is located one floor below (first floor). Stowe Room, Atrium and Beatrice rooms are on the main (2nd) floor. The Atrium is across from the Stowe Room. Beatrice is next to the Stowe Room. Each session has a viewable floor plan location when you click on the room name.

Q. "Where/When is the poster set up?"

A. 4:30-5:00 PM in the Atrium. Advise presenters to be next to their poster 10 minutes before the 5:00 PM Poster Reception.

Q. “Is there a list of posters?”

A. Attendees can preview poster topics ahead of time on the conference app in the community tab. There is a discussion topic called “Poster Session Preview” where presenters posted their titles and abstracts

Q. “Will there be a bar or snacks at [insert session name]?”

A. There will be a cash bar during the Poster Session in the Atrium and the following dinner. Snacks are available downstairs on the 1st floor in Collins before Pinnacle Rooms A-C during breaks.

## Other information

Troi and Zoe will be at the venue site on Friday the 27th in case you have questions or are here beforehand and just want to say hi! We usually have everyone meet up before registration on Friday at 4:30 PM but there are some of you coming in on Saturday. Feel free to call or text Troi when you arrive and she can orient you and set you up with your name tag.

We will use the conference app to chat with folks so make sure you have the app downloaded and complete your profile including uploading a picture so conference attendees know who you are. You can also have profile information pulled from LinkedIn for ease of access.

All volunteers will get a drink (two non-alcoholic if under 21) during the first required networking event on Friday! There may also be espresso runs for those who can't tolerate brewed coffee like Troi. We will also have a variety of tea and brewed coffee options throughout the day at the venue during conference hours.

Remember if you are going to the spa mention you are a conference attendee for 15% off services. You also can pay \$25 for a spa day pass to access their mineral waterfall, sauna room, steam room, and mineral-soaking hot tub. There will be a limited number of free snowshoes for you to access (first come first serve) at the hotel. There is also a racquetball court and equipment and two gyms (one female only) for free. If you need it, there is a free shuttle bus that the town of Stowe operates to get to and from local places in town and up to Mt. Mansfield.

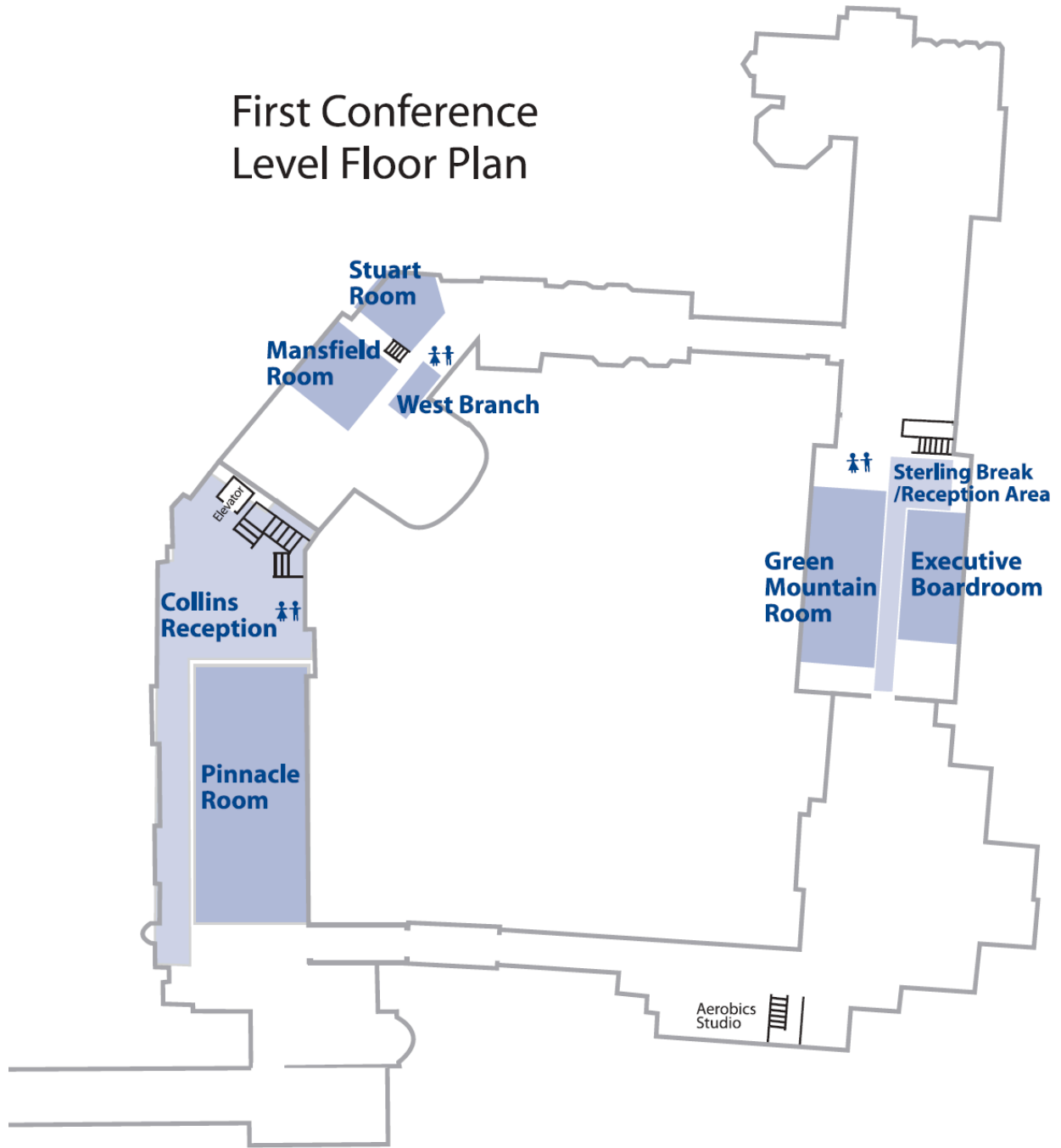
## Points of Contact

Troi Perkins, Conference Director:

Zoe Daudier, Assistant Conference Coordinator:

There will be floating Stoweflake Staff around for general inquiries as well

# First Conference Level Floor Plan



## Appendix D: CME Application Process

### Dartmouth Health (DH) CME/CNE Submission Process and FAQ

#### I. General FAQ

- Where to Apply?
  - D-H has rolled out a new platform for all CME/CNE activities at DartmouthHealth the link to the [main login page is here \[dh.cloud-cme.com\]](https://dh.cloud-cme.com). Here is the [site for the main application process \[learningintake.dartmouth-hitchcock.org\]](https://learningintake.dartmouth-hitchcock.org) for CME/CNE credits.
- How to Apply?
  - Application for events that wish to have BOTH CME/CNE Credits [visit this page \[learningintake.dartmouth-hitchcock.org\]](https://learningintake.dartmouth-hitchcock.org)
- If you need assistance or have questions while filling out this accreditation form, please call or email [Terri Farnham](mailto:terri.farnham@dartmouth.edu), CME Office at (603) 653-6607 or [Judy Langhans](mailto:judy.langhans@dartmouth.edu), CNE Office at (603) 653-6605.

#### II. General Submission Information

- Please submit 9-12 months in advance of the date of the planned activity, but no later than 3 months before the date of the activity.
  - 2023 Annual Meeting submitted on 12/28/2022, 2022 Annual Meeting submitted on 12/08/2021, 2021 Annual Meeting submitted on 12/14/2020.
- A [NCEC Nurse Planner](#) must be part of the planning committee and actively involved in planning, implementing, and evaluating this continuing education activity.
- It is unacceptable to use the working “CME credits/CNE contact hours applied for or pending” on your publicity piece. You must wait for proper authorization before any advertising is released.
- Registration for the activity must not open until the activity is authorized for credit/contact hours.

#### III. Need to Upload During Application

- Title(s) and Degree(s) for the Activity Director, Planning Committee, and Coordinators
- Plan of the Day/Agenda, if applicable
- Needs Assessment Supporting Documentation
- [Financial Disclosure and Agreement Forms \[dartmouth-hitchcock.org\]](#) (For all Planning Committee members and Activity Physician Director. Faculty forms due no later than one month prior to the activity.)
  - Note: A Financial Disclosure and Media Release Form should be sent to all speakers concurrent to their acceptance letter to mitigate delays in receiving CME or CNE accreditation.
- Proposed Budget ([Download Template with Sample \[dartmouth-hitchcock.org\]](#))
- Draft Marketing Piece ((if not using Center for Learning and Professional Development (CLPD) services))
- Sample of Evaluation Form (if not using CLPD services)

- Sample of Outcome Measure (*if not using CLPD services*)
- [CNE Planning Table \[dartmouth-hitchcock.org\]](http://dartmouth-hitchcock.org) (*due no later than one month prior to the activity*)
  - Note: Slides will be needed from ALL speaker sessions, to mitigate further delays in gaining CNE credits, collect slides on a soft deadline 1 month before the Annual Meeting, and a hard deadline 1 week before the Annual Meeting. Turn in all slide decks to [Judy Langhans](#).
- See [CME and CNE Accreditation Checklist](#) for full details.

#### IV. After Application Has Been Accepted

- After review and acceptance a follow-up email will be sent by the Center for Learning and Professional Development (CLPD) at DartmouthHealth to the CME/CNE coordinator for the Annual Meeting. This will include an Attendance Tracking Worksheet (ATW), a Smart Sheet Link, Successful Completion and Transcript Instructions, and full details.
  - ATW Document: Provide to all attendees prior to the Annual Meeting, attendees will use this form to track the sessions they attend at the Annual Meeting and count CME credits they are eligible to claim based on such.
  - Smart Sheet Link: Provide electronically to all attendees after the Annual Meeting for them to claim their CME credit. The link will remain active for one-month post-conference and then the information will be pulled and credits assigned to transcripts.
  - Successful Completion and Transcript Instructions: Provide to all attendees along with the Smart Sheet Link after the Annual Meeting.
  - Note: The CLPD will use the information from the credit claiming process to send out evaluations (evaluations will come in a separate email from [Marcus Jenkyn](#) with a link to begin the activity evaluation). Compiled evaluations will take approximately one month after the close of the attendee evaluation window to be sent back to the Annual Meeting admin to disperse to speakers.



## American Academy of Family Physicians (AAFP) Continuing Medical Education Submission Process and FAQ

### I. General FAQ

- What is the AAFP Credit System?
  - Visit the [AAFP Credit System](#) home page.
- Where do I Apply for AAFP CME Credits?
  - [Returning Member](#)
  - [New CME Provider](#)
- What is the Price for AAFP CME Credits?
  - Visit the [fees page](#) to see the entire range of pricing dependant on the credits allotted. For the Annual Meeting, submit via the, “Simple Pathway Application”, for an, “In-Person or Online Only, Live” format.
    - 2023 Annual Meeting price for AAFP accreditation was \$435 for 11.25 prescribed credits (no rush fee needed).
    - 2022 Annual Meeting price for AAFP accreditation was \$325 for 6.25 prescribed credits, a 3-5 day review fee was needed, so total for the 2022 AAFP accreditation was \$1,020.
- How Long Will it Take for Approval?
  - The standard application turnaround is 15 business days from the date payment is received and processed. Same-day reviews cost an additional \$1,995 and are subject to availability. Three-five business day reviews are also available for an additional fee of \$695. As long as the application is submitted and payment is received and processed within 15 business days, no rush fees will be required.
  - If the AAFP application is filed, but credit is not administered prior to the Annual Meeting, CME providers may use the following “Pending Credit Statement” prior to receiving official notification of AAFP credit determination, but only after an application for AAFP credit has been received by the AAFP for review. The Pending Credit Statement is as follows, “*Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.*”

### II. General Submission Information

- Follow the [Simple Pathway Checklist](#) for complete instructions.

### III. Need to Upload During Application

- AAFP Active or Life member ID number
  - Use the ID number of the CFM Department Chair, provided on behalf of the Chair by Merilee Perkins.
- Specific educational topics and learning objectives for each topic. It is best practice to keep consistency, in this case the educational categories from DH’s NCEC nurse planning table and learning objectives from speakers. See below for those categories of how learners will be engaged:
  - A=Integrating opportunities for dialogue or question/answer.
  - B=Including time for self-check or reflection
  - C=Analyzing case studies
  - D=Providing opportunities for problem-based learning
  - E=Other

- Outcomes and Learning Objectives
  - Again it is best practice to keep consistency and mirror outcome and learning objectives used for the DH CME application.
- Note: Submit the full AAFP application at least 15 days prior to the event, but no later than 15 days as fees may apply.

IV. After Application Has Been Accepted

- After application review and approval, AAFP will ask for more information/details if necessary, no additional fees will be applied, so long as the initial application submission with before the 15 day window. AAFP credit system will send a follow-up email with the language and credits prescribed to share with attendees. This credit claiming language should be shared with attendees alongside the DH CME information that is shared after the Annual Meeting has concluded (see above Dartmouth Health CME/CNE for full information).
- Note: Only AAFP members may claim AAFP credits. Members are only able to claim DH CME/CNE credits OR AAFP CME credits, not both.

## Appendix E: Advertisement Examples

DECEMBER NEWSLETTER, 2022

### Northern New England CO-OP Practice & Community Based Research Network

*Department of Community and Family Medicine at Dartmouth Health and Geisel School of Medicine at  
Dartmouth, in collaboration with University of Vermont Health Network and MaineHealth*

Dear CO-OP members,

It is the start of our winter season and hopefully, we will get to see some more snowy scenes in the weeks to come. While we contemplate winter life in New England in an ever-changing climate, how about seeing what CO-OP members are up to? Do not forget we are two months away from the upcoming 43rd Annual Meeting!

**Last chance** to make your opinion known of our newsletter through our [satisfaction survey](#) which will impact our newsletter series for 2023!

#### 2023 Annual Meeting: Climate & Political Determinants of Health

With less than 60 days out from our Annual Meeting, do not forget to **save \$100** with our discounted early bird rate by [registering](#) before December 17th. Our rooms are also **booking up fast** at the Stoweflake Mountain Resort and Spa so make sure to [grab your accommodations](#) quickly!

Here are some [quick details](#) about our conference so far:

1. Over 24 institutions and practices are attending
2. We have 25 speakers presenting
3. Students and residents represent 15% of attendees this year
4. Poster Presenters from Maine, Massachusetts, New Hampshire, and Vermont

We also have our [agenda](#) available and [conference logistics](#) to make it easier to see all the conference details in one place and help plan your weekend.

Do not forget to [download our conference meeting app](#) to update your attendee profile, create your schedule, and network with other attendees.

Have a poster idea? You can still submit for our poster session [here](#) through December 15th, 2022.

To unsubscribe from the NNE CO-OP PCBRN listserv please send an email to

[NNECO-OPPCBRN@Hitchcock.org](mailto:NNECO-OPPCBRN@Hitchcock.org) with the subject title "UNSUBSCRIBE" and nothing in the body of the email.

Northern New England Cooperative Practice and Community-Based Research Network

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ARTMOUTH CO-OP

NORTHERN NEW ENGLAND  
PRACTICE-BASED RESEARCH NETWORK

**SAVE THE DATE**

**43RD ANNUAL MEETING:  
CLIMATE & POLITICAL  
DETERMINANTS OF  
HEALTH**

**JAN 27-29, 2023**



STOWE, VT

Northern New England CO-OP  
Practice & Community Based Research Network

*Department of Community and Family Medicine at Dartmouth Health and Geisel School of Medicine at  
Dartmouth, in collaboration with University of Vermont Health Network and MaineHealth*



**KEYNOTE SPEAKER**  
**DR. TESS WISKEL**

Emergency Physician, Beth Israel Deaconess  
Climate Change & Human Health Fellow of  
Climate Health and the Global Environment  
at Harvard T.H. Chan School of Public Health

**43RD ANNUAL MEETING**  
**CLIMATE CHANGE &  
POLITICAL  
DETERMINANTS OF  
HEALTH**

**JANUARY**  
**27-29, 2023**

**STOWEFLAKE**  
**MOUNTAIN RESORT & SPA**  
**STOWE, VT**

For More Information:



Email: [NNECO-OPPCBRN@Hitchcock.org](mailto:NNECO-OPPCBRN@Hitchcock.org)

**2023 ANNUAL MEETING**

**CALL FOR  
PROPOSALS  
NOW OPEN**

**Northern New England CO-OP  
Practice & Community Based Research Network**

*Department of Community and Family Medicine at Dartmouth Health and Geisel School of Medicine at  
Dartmouth, in collaboration with University of Vermont Health Network and MaineHealth*

**Deadline October 12th**



Northern New England CO-OP  
Practice & Community Based Research Network

*Department of Community and Family Medicine at Dartmouth Health and Geisel School of Medicine at  
Dartmouth, in collaboration with University of Vermont Health Network and MaineHealth*



## 43RD NNE CO-OP PCBRN ANNUAL MEETING

Join the oldest PBRN in the U.S. as we discuss  
Climate & Political Determinants of Health!

BRAINSTORM WITH REPRESENTATIVES FROM  
MAINE, MASSACHUSETTS, NEW HAMPSHIRE &  
VERMONT

JOIN STIMULATING SESSIONS WITH  
25 SPEAKERS

NETWORK WITH ATTENDEES FROM  
24 INSTITUTIONS

Early Bird Registration Open Through December 16, 2022

JANUARY  
27-29, 2023

STOWEFLAKE  
MOUNTAIN RESORT & SPA  
STOWE, VT

FOR MORE INFORMATION:



SCAN ME

Email: [NNECO-OPPCBRN@Hitchcock.org](mailto:NNECO-OPPCBRN@Hitchcock.org)

## Appendix F: Call for Proposals Survey on REDCap

### 43rd NNE CO-OP PCBRN Annual Meeting Speaker Proposal: Climate & Political Determinants of Health

Please fill out which categories you are interested in submitting an abstract for. Note that multiple abstracts per person are allowed.

All submissions will be reviewed by the CO-OP conference committee and applicants will be contacted with a decision result within two weeks of the closing date.

The submission period will close on **October 12th at 11:59 PM EST.**

Attendee Information	
<b>First Name</b> <small>* must provide value</small>	<input type="text"/>
<b>Last Name</b> <small>* must provide value</small>	<input type="text"/>
<b>Honorific or Title</b> <small>* must provide value</small>	<input type="text"/> <small>i.e. Mr/Ms/Mrs/Dr/NP etc.</small>
<b>Email</b> <small>* must provide value</small>	<input type="text"/>
<b>Affiliation</b> <small>* must provide value</small>	<input type="text"/> <small>Work/School Organization</small>
<b>Personal Website or LinkedIn</b>	<input type="text"/>
<b>Please select which category you are interested in submitting an abstract for</b> <small>* must provide value</small>	<input type="checkbox"/> Guest Speaker (40-minute presentation with 10-minute Q&A; related to the theme) <input type="checkbox"/> Panelist for Current Climate & Political Determinant of Health Trends in the Northeast Region <input type="checkbox"/> Poster Presenter (any healthcare-related topic) <input type="checkbox"/> Workshop Presenter (any healthcare-related topic)



This section is for those interested in submitting a guest speaker abstract for a 40-minute presentation with a 10-minute Q&A session. Speaker sessions will be held as concurrent seminars on Saturday morning (January 28th) ,

Speaker topic categories are split into two tracks: **Climate Effects on Health & Political Determinants of Health.**

**Climate Effects on Health** are further broken into two sub-categories:

- 1) *Extreme Weather Health Effects*- this includes topics like tick-borne diseases, heat exhaustion, asthma, etc.
- 2) *Water-related Diseases and Toxins*- this includes topics like PFAS, toxin exposure, microplastics, etc.

**Political Determinants of Health** are further broken into two sub-categories:

- 1) *Food Insecurities*- this includes topics like food deserts, nutrition deficiency, etc.
- 2) *Reproductive Health*- this includes topics like access to safe abortion, LGBTQI+ mental health, sex-education access, etc.

Please select which speaker category you are interested in submitting an abstract to

\* must provide value

- Extreme Weather Health Effects
- Water-related Diseases & Toxins
- Food Insecurities
- Reproductive Health

This section is for those interested in being a guest panelist on Current Climate & Political Determinants of Health Trends in the Northeast Region. The topic will be introduced by a panel moderator. The panel moderator will then introduce each panelist and give 5 minutes to the panelist to discuss their current position/research.

Brief bio of your position and how it relates to the current climate and political determinants of health trends in the Northeast region.

Expand

Maximum 200 Words

This section is for those interested in presenting a poster. The poster session will be an hour and a half long with light reception fare before dinner on Saturday, January 28th. Poster submissions will be broken into three categories with the first two categories being judged for best poster by popular vote of attendees. A small panel of CO-OP members will judge the last category for best poster. Winners will be announced during the dinner and receive a \$50 Amazon gift card. Poster topics are not restricted to the conference speaker theme.

Posters are split into three categories:

1. **Completed Research**- For those wanting to present their research findings on a finished research project
2. **Research in Progress**- For those wanting to present their current in-progress research
3. **Student Research**- For those that are in undergraduate or graduate studies that want to present in-progress or finished research projects

Chose which poster category you are submitting an abstract for

- Completed Research
- Research in Progress
- Student Research

## Workshop Presenter Submission

Previous Annual Meetings have featured multiple workshops for clinicians, nurses, and students. These workshops have varied in their content from how clinicians interact with LGBTQI+ patients to mindful techniques for healthcare workers. Workshops are usually pre-registration events with a cap of 12 participants (presenter dependent) that meet for an hour to an hour and a half at the end of the break during Saturday afternoon. These sessions have usually counted towards additional CME hours but we are not requiring workshop content to be CME related.

**Abstract for Workshop Idea.** Please include how long you'd like the workshop to be, how many people you'd like it open to, and if there is a particular day you are wanting to host it (Friday before the conference or Saturday during the conference break). Student volunteers will be available to help assist the workshop presenter.






Maximum 200 Words

Expand

# Appendix G: Agenda

## 43rd Annual NNE CO-OP PCBRN Meeting

Expanded View ▾







🔍

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Friday, January 27

5:00 pm – 6:00 pm	<div data-bbox="456 720 586 749" style="font-weight: bold;">Registration</div> <div data-bbox="456 753 521 781" style="color: #76923c;">Gallery</div> <div data-bbox="456 789 932 819" style="font-size: 0.9em;">Come sign in to receive your name badge for the meeting.</div>	📅	<div data-bbox="1073 703 1201 732" style="font-weight: bold;">Filter by date</div> <div data-bbox="1084 751 1289 783" style="margin-bottom: 5px;">📅 Friday, January 27</div> <div data-bbox="1084 798 1317 829" style="margin-bottom: 5px;">📅 Saturday, January 28</div> <div data-bbox="1084 844 1304 875" style="margin-bottom: 5px;">📅 Sunday, January 29</div>
6:00 pm – 7:00 pm	<div data-bbox="456 846 600 875" style="font-weight: bold;">Dinner Buffet</div> <div data-bbox="456 879 566 905" style="color: #76923c;">Stowe Room</div>	📅	<div data-bbox="1073 917 1232 947" style="font-weight: bold;">Filter by location</div> <div data-bbox="1084 968 1321 997" style="margin-bottom: 5px;">📍 No Specified Location</div> <div data-bbox="1084 1014 1190 1043" style="margin-bottom: 5px;">📍 Gallery</div> <div data-bbox="1084 1060 1240 1089" style="margin-bottom: 5px;">📍 Stowe Room</div> <div data-bbox="1084 1106 1268 1136" style="margin-bottom: 5px;">📍 Winfield's Bistro</div> <div data-bbox="1117 1146 1208 1173" style="margin-bottom: 5px;">See all...</div>
7:00 pm – 7:30 pm	<div data-bbox="456 932 639 959" style="font-weight: bold;">Welcome Address</div> <div data-bbox="456 966 566 991" style="color: #76923c;">Stowe Room</div> <div data-bbox="456 1005 1024 1092" style="font-size: 0.8em; margin-top: 5px;"> <ul style="list-style-type: none"> <li>· <b>Maureen Boardman, MSN, FNP-C, FAANP</b>, <i>Clinical Research Director NNE CO-OP PCBRN, Little Rivers Health Care</i></li> <li>· <b>Neil Korsen</b>, <i>Scientific Research Director, Northern New England CO-OP</i></li> </ul> </div>	📅	<div data-bbox="1073 1211 1206 1241" style="font-weight: bold;">Filter by track</div> <div data-bbox="1084 1260 1352 1289" style="margin-bottom: 5px;">🟡 Climate Effects on Health <input checked="" type="checkbox"/></div> <div data-bbox="1084 1308 1227 1337" style="margin-bottom: 5px;">🟣 Networking <input checked="" type="checkbox"/></div> <div data-bbox="1084 1356 1357 1386" style="margin-bottom: 5px;">🔴 Political Determinants o... <input checked="" type="checkbox"/></div> <div data-bbox="1084 1404 1208 1434" style="margin-bottom: 5px;">⚫ No Track <input checked="" type="checkbox"/></div>
7:30 pm – 8:45 pm	<div data-bbox="456 1123 889 1180" style="font-weight: bold;">Keynote: Climate Change Effects &amp; Political Determinants of Health</div> <div data-bbox="456 1190 909 1218" style="display: flex; gap: 5px; margin-bottom: 5px;"> <span style="background-color: #76923c; color: white; padding: 2px 5px; font-size: 0.8em;">Climate Effects on Health</span> <span style="background-color: #c00000; color: white; padding: 2px 5px; font-size: 0.8em;">Political Determinants of Health</span> </div> <div data-bbox="456 1228 566 1253" style="color: #76923c;">Stowe Room</div> <div data-bbox="456 1268 1003 1325" style="font-size: 0.8em; margin-top: 5px;"> <ul style="list-style-type: none"> <li>· <b>Tess Wiskel</b>, <i>Climate and Human Health Fellow, Emergency Physician, Harvard University</i></li> </ul> </div>	📅	
9:00 pm – 10:30 pm	<div data-bbox="456 1356 583 1383" style="font-weight: bold;">Game Night</div> <div data-bbox="456 1394 558 1421" style="background-color: #76923c; color: white; padding: 2px 5px; font-size: 0.8em; margin-bottom: 5px;">Networking</div> <div data-bbox="456 1432 594 1457" style="color: #76923c;">Winfield's Bistro</div>	📅	

## Saturday, January 28

6:15 am – 7:00 am	<b>Sunrise Swim</b>  <b>Networking</b> Resort Pool  · <b>Maureen Boardman, MSN, FNP-C, FAANP</b> , <i>Clinical Research Director NNE CO-OP PCBRN, Little Rivers Health Care</i>  Join us for the CO-OP's traditional sunrise swim! This year we will have access to an outdoor hot tub for those daredevils in addition to an indoor heated pool.
7:00 am – 7:30 am	<b>Registration</b>  Gallery  Check-in to receive your name badge for the meeting.
7:00 am – 8:00 am	<b>Breakfast Buffet</b>  Stowe Room  3 Subsessions
8:00 am – 8:25 am	<b>Welcome &amp; Overview Address</b>  Stowe Room  · <b>Maureen Boardman, MSN, FNP-C, FAANP</b> , <i>Clinical Research Director NNE CO-OP PCBRN, Little Rivers Health Care</i>
8:25 am – 8:40 am	<b>General Session: Intro on Current Climate &amp; Political Determinants of Health Trends Panel</b>  <b>Climate Effects on Health</b> <b>Political Determinants of Health</b> Stowe Room  · <b>Maureen Boardman, MSN, FNP-C, FAANP</b> , <i>Clinical Research Director NNE CO-OP PCBRN, Little Rivers Health Care</i>
8:40 am – 9:45 am	<b>General Session: Panel on Current Climate &amp; Political Determinants of Health Trends</b>  <b>Climate Effects on Health</b> <b>Political Determinants of Health</b>  · <b>Jessinta Palack</b> , <i>Medical Student, Medical Students for a Sustainable Future at Geisel School of Medicine at Dartmouth</i> · <b>Seddon Savage, MD</b> , <i>Education Director, Project ECHO at Dartmouth Health, New Hampshire Health Care Workers for Climate Action and Dartmouth Health</i> · <b>Christophe Courchesne</b> , <i>Senior Attorney and Assistant Professor, Environmental Advocacy and Environmental Justice Clinics, Vermont Law and Graduate School</i> · <b>Christine Vatovec, PhD</b> , <i>Assistant Research Professor, UVM Osher Center for Integrative Health</i>

9:45 am – 9:55 am

## Break



Collins Reception

10:00 am – 10:50 am

## Session 1A: "Ticks (and Mosquitos) on the March": Climate and the Changing Landscape of Disease Vectors



Climate Effects on Health

Pinnacle Room A

· **Robert Smith, MD**, *Professor of Medicine, Tufts University*

The advance of deer ticks and lone star ticks into the northern US introduces up to 8 new human pathogens to colonized areas.

While causes are multi-factorial, including the rise in deer herd density, a warming climate h...

[Read More](#)

10:00 am – 10:50 am

## Session 1B: Connecting Climate Justice, Mental Health, and Nature



Climate Effects on Health

Pinnacle Room B

· **Semra Aytur, PhD, MPH**, *Professor, University of New Hampshire*

· **Gibran Mancus**, *Assistant Professor, University of New Hampshire*

· **Kaitlynn Liset, MS, RN, CNL**, *Clinical Assistant Professor, Nursing, University of New Hampshire*

Planetary health is a solutions-oriented, transdisciplinary social movement focused on analyzing and addressing the health and equity impacts of disruptions to the Earth's natural systems, and ways to o...

[Read More](#)

10:00 am – 10:50 am

## Session 1C: Intersectionality: Applications in Bioethics, Research, and Clinical Practice



Political Determinants of Health








Pinnacle Room C








· **Amal Cheema**, *Medical Student, Geisel School of Medicine at Dartmouth College*






· **Marilyn Ndukwe**, *Medical Student, Geisel School of Medicine*

Kimberlé Crenshaw first described intersectionality to reflect how the single-axis framework of sexism and racism experienced by Black women further contributed to their marginalization. Intersectionality provides an integrative framework to consider the ...

[Read More](#)

10:00 am – 10:50 am	<p><b>Session 1D: Telehealth Legislation Impact on Healthcare Access</b> </p> <p><b>Political Determinants of Health</b></p> <p>Beatrice</p> <p>· <b>Anthony Quach</b>, <i>Medical Student, The Robert Larner, M.D. College of Medicine at The University of Vermont</i></p>
10:50 am – 11:00 am	<p><b>Coffee Break</b> </p> <p>Atrium</p>
11:00 am – 11:50 am	<p><b>Session 2A: Climate Action, Resilience, and Environmental Justice: What Matters for New England Public Health</b> </p> <p><b>Climate Effects on Health</b></p> <p>Pinnacle Room A</p> <p>· <b>Christophe Courchesne</b>, <i>Senior Attorney and Assistant Professor, Environmental Advocacy and Environmental Justice Clinics, Vermont Law and Graduate School</i></p> <p>This session will present an update on where we stand with climate and environmental justice policies in New England and the importance of public health as we work toward net zero.</p> <p>1. The relationsh...</p> <p><a href="#">Read More</a></p>
11:00 am – 11:50 am	<p><b>Session 2B: Aligning Health Care with Planetary Health</b> </p> <p><b>Climate Effects on Health</b></p> <p>Pinnacle Room B</p> <p>· <b>Christine Vatovec, PhD</b>, <i>Assistant Research Professor, UVM Osher Center for Integrative Health</i></p>
11:00 am – 11:50 am	<p><b>Session 2C: Medically Tailored Meals</b> </p> <p><b>Political Determinants of Health</b></p> <p>Pinnacle Room C</p> <p>· <b>Emily Follo, MD</b>, <i>Fellow, Leadership in Preventive Medicine, Maine Medical Center</i></p>
11:00 am – 11:50 am	<p><b>Session 2D: It Takes a Village to Use the Logic Model to Plan and Study Population Health Improvement Programs</b> </p> <p><b>Political Determinants of Health</b></p> <p>Beatrice</p> <p>· <b>Sue Rose-Norfleet, MPH, EdD</b>, <i>Program Manager, MaineHealth</i></p>
11:50 am – 12:00 pm	<p><b>Coffee Break</b> </p>

12:00 pm – 1:00 pm	<b>Health Care Educational Workshops</b> 
12:00 pm – 1:00 pm	<b>Session 3A: Introduction to Evidence-Based Epilepsy Self-Management Programs</b>  Pinnacle Room A • <b>Elaine Kiriakopoulos</b> , <i>Assistant Professor of Neurology, Dartmouth Health</i>
12:00 pm – 1:00 pm	<b>Session 3B: NNE-CTR Professional Development Core Training and Education Opportunities for Researchers and their Clinical Research Professionals</b>  Pinnacle Room B • <b>Kimberly Luebbbers, MSHS, RN, BSN, OCN</b> , <i>Administrative Director, NNE-CTR at University of Vermont</i>  NNE-CTR Professional Development Core (PDC) will present information regarding research education and training opportunities and support services through the NNE-CTR core available to help researchers and their team...  <a href="#">Read More</a>
12:00 pm – 1:00 pm	<b>Session 3C: Fit for Colorectal Cancer Screening and Surveillance</b>  Pinnacle Room C • <b>Kelsey Veilleux</b> , <i>Research Project Manager, Dartmouth College</i> • <b>Douglas Robertson, MD, MPH</b> , <i>Professor of Medicine, The Dartmouth Institute</i>  1. To understand how fecal immunochemical tests (FIT) work and their advantages over conventional fecal occult blood testing  <a href="#">Read More</a>
12:00 pm – 1:00 pm	<b>Session 3D: The Importance of Adverse Childhood Experiences (ACEs) Screenings and Trauma-Informed Care</b>  Beatrice • <b>Kimberly Pierce</b> , <i>Physician Assistant/ Curriculum Director of ACES' Screening, The Health Center- Plainfield, Vermont</i>
1:00 pm – 2:00 pm	<b>Lunch Buffet</b>  Stowe Room
2:00 pm – 5:00 pm	<b>RECREATIONAL BREAK</b> 

5:00 pm – 7:00 pm	<b>Poster Reception</b>	
	<span style="background-color: #800080; color: white; padding: 2px 5px; border-radius: 3px;">Networking</span>	
	Atrium	
	<a href="#">Read More</a>	
7:00 pm – 8:30 pm	<b>Dinner Buffet &amp; CO-OP Remarks</b>	
	Stowe Room	
	<ul style="list-style-type: none"> <li>• <b>Donald Kollisch, MD</b>, <i>Associate Professor of Community and Family Medicine, Geisel School of Medicine at Dartmouth</i></li> </ul>	
	*cash bar present	
7:30 pm – 8:00 pm	<b>Skit on Annual Wellness &amp; Chronic Care Management</b>	
	Stowe Room	
	<ul style="list-style-type: none"> <li>• <b>Catherine Amarante</b>, <i>Honoring Care Decision Specialist, Dartmouth Health</i></li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Jennifer Raymond</b>, <i>Project Manager, Dartmouth Health</i></li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Ellen Flaherty</b>, <i>Associate Professor, Geisel School of Medicine at Dartmouth</i></li> </ul>	
	<p>Using a unit skit format the presentation will demonstrate how primary care practice teams can provide effective, comprehensive geriatric patient care by applying basic principles of prevention/screening, team coordination, complex care management, and patient choice plannin...</p>	
	<a href="#">Read More</a>	
8:00 pm – 8:30 pm	<b>CO-OP Research Workgroups Report Out</b>	
	<b>4 Subsessions</b>	
8:45 pm – 10:00 pm	<b>S'more Networking Time</b>	
	<span style="background-color: #800080; color: white; padding: 2px 5px; border-radius: 3px;">Networking</span>	
	<p>Enjoy a relaxed atmosphere to connect with colleagues by making s'mores over a campfire.</p>	



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## Sunday, January 29

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7:00 am – 8:00 am	<b>Breakfast Buffet &amp; Interest Tables</b> 1 Subsession	📅
8:05 am – 9:00 am	<b>Session 4A: Defending Reproductive Justice</b> <b>Political Determinants of Health</b> Pinnacle Room A · <b>Ilana Cass, MD</b> , <i>Chair of OB-GYN, Dartmouth Health</i>	📅
8:05 am – 9:00 am	<b>Session 4B: Bringing Climate Health to Practices through Research</b> <b>Climate Effects on Health</b> Pinnacle Room B · <b>Troi Perkins, MEM, MF</b> , <i>Research Contractor, Dartmouth Health</i> Inspired by a climate health-related session at the NAPCRG 50th Annual Meeting in 2022, attendees will be guided through a brainstorming session to identify research project topics directly related to local climate health issues. Identified research ideas will be delved into further by exploring pos... <a href="#">Read More</a>	📅
9:00 am – 9:10 am	<b>Coffee Break</b>	📅
9:15 am – 10:15 am	<b>Health Care Educational Workshops</b>	📅
9:15 am – 10:15 am	<b>Session 5A: Clinician Best Practices for Identifying, Treating, and Managing Insomnia in an Outpatient Care Setting.</b> Pinnacle Room A · <b>Cassandra Godzik, PhD, APRN, PMHNP-BC</b> , <i>T32 Postdoctoral Research Fellow, Dartmouth Health</i>	📅
9:15 am – 10:15 am	<b>Session 5B: What is the Right Panel Size for Our Practice?</b> Pinnacle Room B · <b>Michael Mayo-Smith</b> , <i>Primary Care Physician, Dartmouth Geisel School of Medicine/White River Jct VA</i>	📅
9:15 am – 10:15 am	<b>Session 5C: Card Studies: Past, Present, Future</b> Pinnacle Room C · <b>Jack Westfall</b> , <i>Physician, University of Colorado Dept of Family Medicine</i>	📅

10:20 am – 11:20 am

**General Session: Brainstorming Research Topics for 2023**

Stowe Room



11:20 am – 12:00 pm

**Award Ceremony and Closing Remarks**



12:00 pm – 12:00 pm

**Conference Adjourns**



12:30 pm – 1:30 pm

**Governing Board Lunch Meeting**

Beatrice

Governor Board members and invited guests



## Appendix H: Poster Session Categories

COMPLETED RESEARCH			
Section	Last	First	Title/Topic
CR 1	Bohnhoff	James	Impacts of permanent supportive housing among children, examining changes in health care visits among children receiving PSH compared to similar children who did not receive PSH
CR 2	Carney	Jan	Rural and Urban Communication Methods between Town Clerks and Residents
CR 3	Godzik	Cassandra	Gaps in provider knowledge for the treatment of insomnia, according to the AASM Sleep Guidelines
CR 4	Nolan	Brian	EyeArt by EyeNuk as a tool at Western Maine Primary Care (WMPC) in Norway, Maine improve access and annual screening rates for diabetic retinopathy
CR 5	Olson	Ardis	Patient priorities about primary care clinicians' role in discussing regional specific cancer prevention topics
CR 6	Prast	Brendan	Obstetric Outcomes Assessment for Mainers
CR 7	Satcher	Milan	Characterization of the biopsychosocial characteristics of pregnant women with criminal legal history and opioid use disorder (CL-OUD) associated with timely prenatal care initiation and the adequacy of prenatal care utilization
CR 8	Van den Broeck-Altenburg	Eline	Disparities in Mammography Screening: Defining Value through Individual Patient Preference Heterogeneity
CR 9	Van Eeghen	Constance	Comparative effectiveness data can double dip as implementation outcomes
CR 10	Woods	Elizabeth	Rural and Urban Communication Methods between Vermont Town Clerks and Residents
RESEARCH IN PROGRESS			
Section	Last	First	Title/Topic
RP 1	Boardman	Maureen	Clinician and Patient Perceptions of Expanded Age Range for the HPV Vaccine and Share Decision Making
RP 2	Boardman	Maureen	Overcoming Vaccine Hesitancy in Rural Northern New England
RP 3	Daybranch	Emma	Using Boot Camp Translation as a method for community engagement to translate information about Adverse Childhood Experiences into impactful, locally relevant health messaging
RP 4	Frimpong	Akua	Proliferative Diabetic Retinopathy and Social Determinants of Health: Using Distressed Communities Index to show a higher incidence of disease progression among individuals living in disadvantaged geographic areas.
RP 5	Glowa	Patricia	Adverse Childhood Experiences long-term effects on adult health
RP 6	Jaynes	Scott	SAMe vs Placebo for Discomfort and Functional Limitations Associated with OA of the Hands: A Pilot Study

<b>RP 7</b>	Mackwood	Matthew	Characterizing the Impact of Telemedicine Expansion on Primary Care Access Disparities in Rural New England
<b>RP 8</b>	Mistler	Lisa	Substance use disorder, complicated by co-existing anxiety or depression and feasibility of audio recording therapy sessions for patients' personal use as a way to optimize the effectiveness of therapy
<b>RP 9</b>	Pierce	Kimberly	A Model of Trauma-Informed Care in a Rural Vermont FQHC
<b>RP 10</b>	Ron	Donna	Preoperative Communication Between Anesthesia, Surgery, and Primare Care Providers
<b>RP 11</b>	Satcher	Milan	Returning Home: A New Project to Develop Post-Incarceration Care Transitions in New Hampshire

**STUDENT RESEARCH**

<b>Section</b>	<b>Last</b>	<b>First</b>	<b>Title/Topic</b>
<b>SR 1</b>	Knight	Kelly	Medical Repatriation in Vermont: The Current Landscape and Recommendations
<b>SR 2</b>	Mak	Isabella	Creating Climate Competency in Our Communities: The Effect of a Health-Related Climate Website
<b>SR 3</b>	Pashchenko	Oleksandra	Areas for improvement in SRC management and determine predictors of SRC management knowledge, guideline awareness, and comfort with SRC management among primary care providers
<b>SR 4</b>	Suresh	Arvind	Impact of the COVID-19 pandemic on food insecurity screening and interventions in rural primary care practices
<b>SR 5</b>	White	Hannah	Implementing a Rural Health Communications Network: Interviewing Experts to Engage Rural Communities


# Appendix I: Attendee Engagement Campaign and Incentives

## Gamification

[How to setup?](#)

Want to boost attendee engagement and networking by 4X? Learn from other customers at our 1-hour free Gamification/Networking Workshop

[Learn about gamification and networking for free](#) →



Get your attendees excited and engaged with our games! [Learn More.](#)



### Community Leaderboard Contest

Hot & New

Enabled

[Remind Attendees](#)

Disable

Attendees will earn points based on their participation in the community board. Points can also be earned in surveys, polls, and session feedback if enabled. As the organizer, you can decide which of the top participants will earn a prize. Note: organizers will not be displayed on the leaderboard.

#### Prizes description: \*

Tell attendees about your prize - what are you offering? For example, free exclusive water bottle.

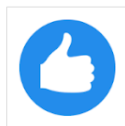
1st Place Winner: \$25 Amazon Gift Card and swag bag from the Department of Community and Family Medicine (Value of \$100)  
2nd Place Winner: Swag bag from the Department of Community and Family Medicine (value of \$100)  
3rd Place Winner: Swag bag from the Department of Community and Family Medicine (value of \$75)

#### Choose the winners!

Is it time to announce the winners? View the competition entries here to select the winners and announce them to your attendees.

[Select Winners & Announce](#)

[Save](#)



### Photo Contest

Popular

Enabled

[Remind Attendees](#)

Disable

Attendees upload photos to your event through the Whova app to enter the contest. The photo (or photos) with the most likes will be the winner! As the organizer, you will download the results and announce the winners.

#### Prizes description: \*

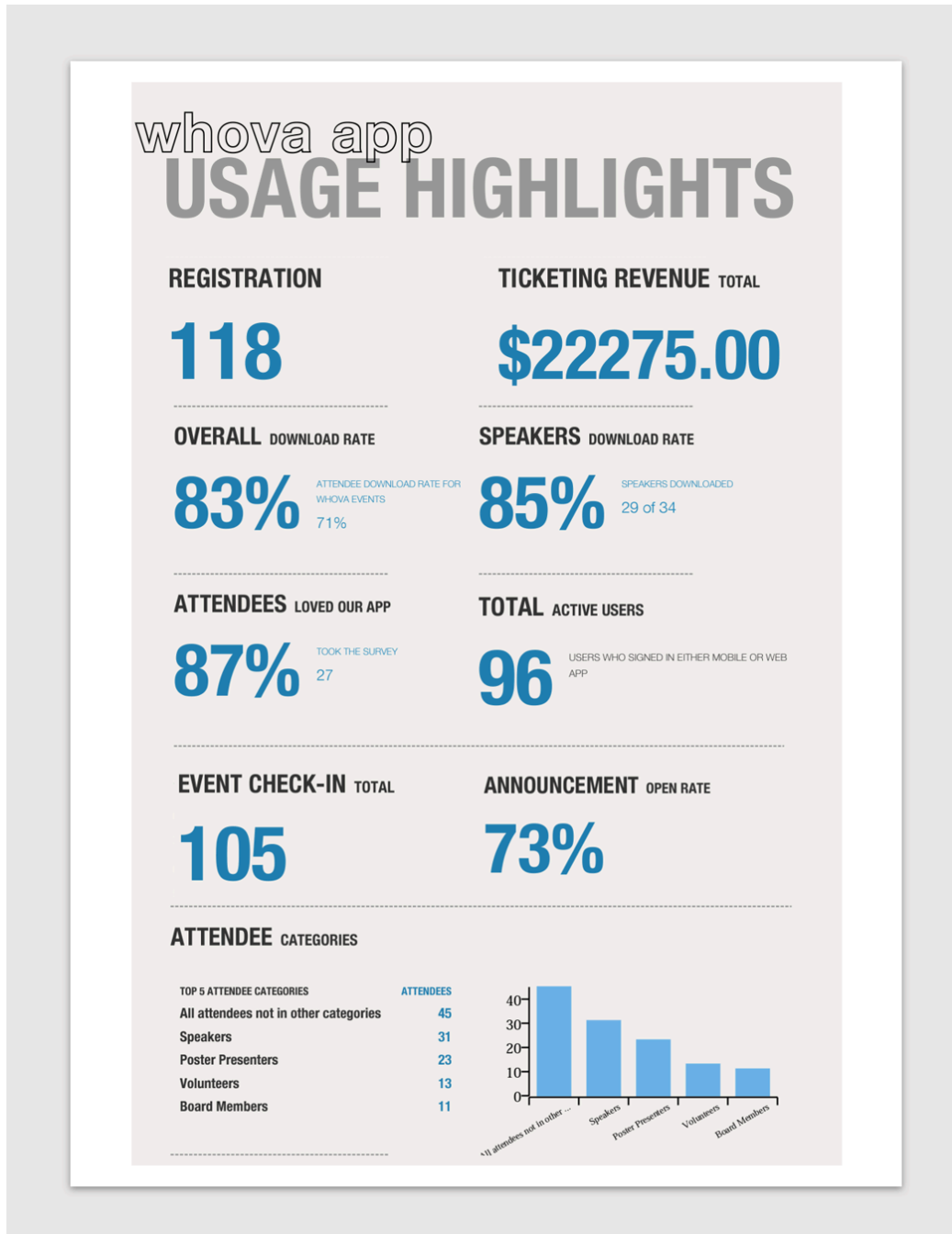
Tell attendees about your prize - what are you offering? For example, free exclusive water bottle.

1st Place Winner: \$25 Amazon Gift Card

#### Choose the winners!

Is it time to announce the winners? View the competition entries here to select the winners and announce them to your attendees.

# Appendix J: Shortened Whova Statistical Report by Troi Perkins



whova app  
**COMMUNITY  
HIGHLIGHTS**

DISCUSSION TOPICS POSTED

**36**

ARTICLE SHARED MESSAGES

**13**

PRIVATE MESSAGES 1-ON-1

**303**

COMMUNITY BOARD TOTAL MESSAGES

**246**

PHOTOS SHARED

**103**

TOTAL LIKES FOR ALL PHOTOS  
201

MEET-UP PARTICIPATION

**15** MEET-UPS ORGANIZED  
4

BREAK-THE-ICE MESSAGES

**25**

POLL RESULTS RECEIVED

**251**

BIZ CARD SCANNED AND EXCHANGED

**9**

ATTENDEES PROFILE VIEWS

**495**

Whova

# whova app MARKETING TOOLS YOU USED

## TOTAL AGENDA WEBPAGE VIEWS

407

agenda stats shown are not from the app



Your Agenda  
Webpage Design  
<https://whova.com/embedded/ev...>

## AGENDA IN-APP VIEWS

1219

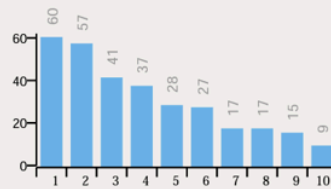
## PERSONAL AGENDA SET-UP BY ATTENDEES

69  
PERCENTAGE OF ATTENDEES SET  
72%

## INDIVIDUAL SESSION TOTAL VIEWS

468

INDIVIDUAL SESSION stats shown are not from the app



TOP 10 SESSIONS

### TOP 10 SESSIONS

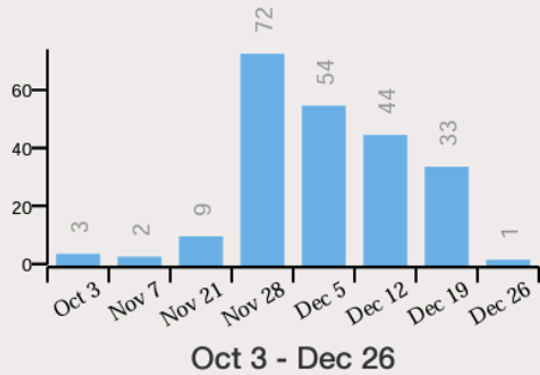
1. Breakfast Buffet
2. CO-OP Research Workgroups Report Out
3. Health Care Educational Workshops
4. General Session: Panel on Current Climate & Political Determinants of Health Trends
5. Session 4B: Bringing Climate Health to Practices through Research
6. Poster Reception
7. Session 1A: "Ticks (and Mosquitos) on the March": Climate and the Changing Landscape of Disease Ve...
8. Session 1C: Intersectionality: Applications in Bioethics, Research, and Clinical Practice
9. Session 1B: Connecting Climate Justice, Mental Health, and Nature
10. Session 2A: Climate Action, Resilience, and Environmental Justice: What Matters for New England P...



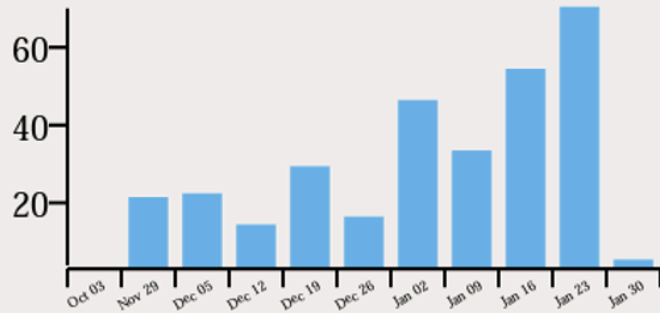


# whova app MARKETING TOOLS YOU USED

## TOTAL AGENDA WEBPAGE VIEWS



## TOTAL WEBSITE WEBPAGE VIEWS



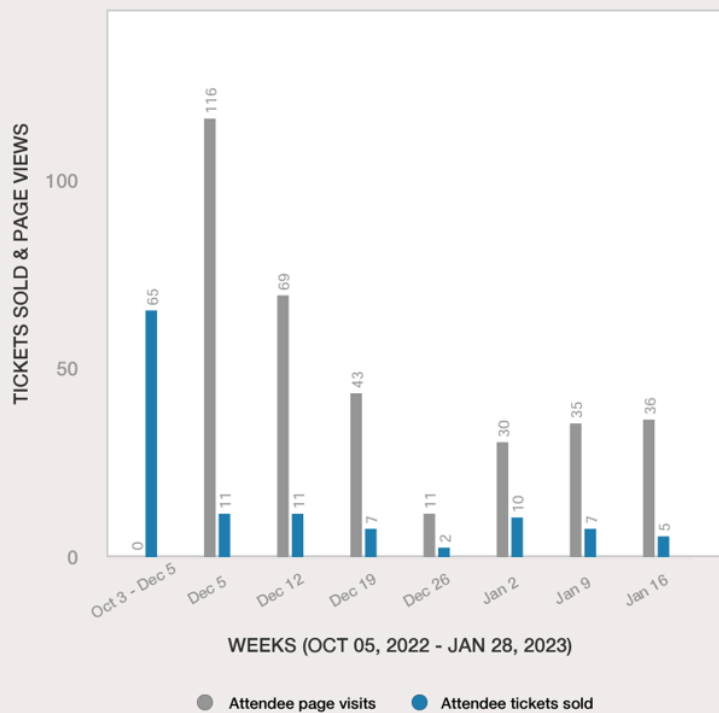
Whova

# whova app REGISTRATION

## TICKET SUMMARY

ATTENDEE TICKET	PRICE	ORDERS	TICKET REVENUE
Attendee Weekend Admission	\$400	28/180	\$5800
Attendee Weekend Admission *Early B...	\$300	60/375	\$14400
Child (under 15 years old)	\$0	5/15	\$0
Guest (15+)	\$250	2/10	\$500
Guest (15+) *Early Bird*	\$175	6/50	\$1050
Student Attendee Weekend Admission	\$300	5/30	\$300
Student Attendee Weekend Admission ...	\$225	12/75	\$225

## REGISTRATION PERIOD



# whoava app RESOURCES

DOCUMENTS UPLOADED

2

DOCUMENTS TOTAL VIEWS

3

**\$1000 for  
unlimited docs**

**EXHIBITOR WEBPAGE** ALREADY GENERATED (YOU CAN STILL VIEW IT ON YOUR DASHBOARD)

Easily showcase your exhibitors to help them generate more business. You can display exhibitor booth numbers, a short description, and link to their website.

**\$900 for 10  
Exhibitors**

WHOVA TEMPLATE PREVIEW

Light - 1 Column

## NBOS Conference 2020

Exhibitors

[Print / Download](#) [f](#) [t](#) [in](#)

Exhibitors



Beats by Dre  
Booth: 11

[f](#) [t](#) [in](#)



BP  
Booth: 4

[f](#) [t](#) [in](#)

**SPONSOR WEBPAGE** ALREADY GENERATED (YOU CAN STILL VIEW IT ON YOUR DASHBO.

Easily give your event sponsors stylish visibility.

**\$900 for 10  
Sponsors**

WHOVA TEMPLATE PREVIEW

Default

## Sponsors

Produced By



# whova app RESOURCES

## What you get with the Virtual & Hybrid add-on **\$1000 add-on**

Included Features	Benefits
Online Session Manager	Add streams and videos for each session
Rehearsal Sessions	Allow speakers and presenters to practice
Adv. Stream Integrations	Import Zoom and Teams meetings
Attendee Activity	Access attendee stream and video history
Event Checklist	Plan your virtual event from beginning to end

## User Feedback

“Thoroughly enjoyed the gamification of engagement through the leaderboard” – redacted

“Would love a hybrid [conference] option with a virtual poster session” – redacted

“[I] want a more permanent [membership] system to access documents and workgroups” – redacted  
redacted

“The ability to chat and create meet ups is wonderful” – redacted

“Sticking with the same app would make useability easier next year...would like a tour of app ahead of time” – redacted

### Location of Attendees by State (n=114)

