

Global Year Event Checklist



Your chapter can sponsor a meeting, symposium, press conference, or other event in support of the Global Year Against Pain in the Most Vulnerable Populations. Here is a checklist to help you prepare:

Before the Event:

- Adapt the press release IASP has provided to promote your event and send it to members of your local and/or national media inviting them to attend and cover your event. Quote local statistics, doctors, patients, pain groups, and researchers to create local interest.
- Send an announcement to hospitals, healthcare centers, universities, and other institutions asking them to include an article about your event—and about pain in vulnerable populations—in their newsletters and on their websites.
- Invite local and/or national government officials to participate. Ask them to give a brief speech at your event calling for greater attention to be paid to the challenges associated with pain in vulnerable populations. Use the model letter and proclamation (download these from the chapter toolkit) to ask your national health ministry to issue an official proclamation declaring support for the Global Year campaign.
- Partner with local institutions such as colleges, universities, research institutes, hospitals, medical societies, patient associations, and libraries to cosponsor your event.
- Download and print the GY fact sheets from the IASP website and offer them to attendees at your events. These documents are being translated into many languages.
- Send an announcement to the IASP office (globalyear@iasp-pain.org) with all of the pertinent details, including the title of the event, location, date, time, topics, and contact information for those who may wish to attend. Share any unique brochures, flyers, posters, handouts, or other support materials that you have created for the event.
- Invite your colleagues at your university, hospital, pain center, or institution to attend the event.
- Include the official Global Year Against Pain in the Most Vulnerable Populations logo and website on your event flyers, announcements, website, press releases, and other support materials. This will establish the relationship between your local event and IASP, and help drive attendees to the IASP Global Year website to find more information and resources about the campaign and its focus.

After the event:

- Send a brief article or summary to the IASP office (globalyear@iasp-pain.org), so we can share your story with the entire IASP membership via our website and the next issue of the IASP e-newsletter, *Pain: E-Monthly*. Include such details as the number of attendees, media coverage, photos, names of people shown in the photos, and names of the organizers, government officials, and other featured speakers or dignitaries who attended.