



Global Year Event Checklist

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

Before the event:

- Adapt the press release we have 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 research to create local interest.
- Send an announcement to hospitals, health-care centers, universities, and other institutions asking them to include an article about your event—and about the importance of pain education—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 education.
- 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 Global Year Fact Sheets from the [IASP website](#) and make them available 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, the location, the dates and times, topics to be discussed, 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 for Excellence in Pain Education logo, [website](#) and #GYPainEducation hashtag on your event flyers, announcements, website, press release, social media posts and other support materials. This will establish the relationship between your local event and IASP and help drive attendees to the IASP website, where they will find more information, news, and resources about the Global Year and the issues surrounding pain education.

After the event:

- Send a brief article or write-up to the IASP office (globalyear@iasp-pain.org) so we can share your story with the entire IASP membership via our website and in the next issue of the IASP e-newsletter, *PAIN: E-Monthly*. Include such details as the number of attendees, the media coverage you received, photos from the event, names of the people shown in the photos, and names of the organizers, government officials who attended, or other featured speakers or dignitaries. If you take photos, we would appreciate receiving high-resolution files.