

## **Coffee Break Frequently Asked Questions**

### **SDAMPP Outreach Committee**

#### **What is the difference between webinars and coffee breaks?**

- Webinars are intended to present information to SDAMPP members. There is at least one speaker for the webinar, during which formal presentation(s) and/or panel discussions are presented. There will be a Q&A section follow by the presentation(s).
- The coffee break is a forum for SDAMPP members to informally discuss a certain topic and share information with each other. The facilitators/moderators initiate the conversation and help to guide the discussion. A presentation is not required. However, people may find it helpful to have a couple of slides with discussion points.

#### **How long is a coffee break?**

- We typically schedule one hour for each coffee break.
- The topic can be reintroduced in a later month if additional discussion is of interest to SDAMPP members.

#### **How do I submit an idea for an SDAMPP coffee break?**

- The process for submitting coffee break suggestions is intended to be quick and easy.
- Simply fill out the short online form. The link is also on the SDAMPP website.  
<https://aapm.questionpro.com/a/TakeSurvey?tt=qAhqMhpEc%2Bo%3D>

#### **What happens after the idea is submitted?**

- The Outreach Committee schedules coffee breaks on an approximately monthly basis. During Outreach Committee meetings, the committee reviews the aggregated list of submitted suggestions and selects the topics for the upcoming months. We try to balance out topics. We also attempt to coordinate with timing needs (for example, recruitment or match topics should occur during recruitment season before the match). We also take into account different interests amongst graduate and residency programs. For a duplicated idea, both parties will be notified if the topic is selected.
- If your suggestion is selected, then the Outreach Committee will reach out to you/facilitators/moderators when scheduling the date/time of the coffee break.
- If your suggestion is not selected, please contact the Outreach Committee Chair at [chair.outreach.committee@sdampp.org](mailto:chair.outreach.committee@sdampp.org) to inquire about the status. If you have a preferred month for the coffee break to be held, or if it's a matter of high priority, it also helps to indicate this in the submission form.

#### **Do I need to confirm facilitators/moderators for the coffee break prior to submitting an idea?**

- Suggestions for facilitators/speakers are helpful, but you do not need to actually coordinate with them in advance. If your suggestion is selected, then the Outreach Committee will reach out to the facilitators/moderators when finalizing the session.
- You are welcome to suggest yourself as one of the facilitators. It's not a requirement, but it can make it easier to schedule that topic.

#### **How many facilitators/moderators should I list?**

- At least one facilitator is required to lead the session.
- It depends on the topic as to whether additional speakers are needed. Some topics might be intended for open discourse and information sharing between SDAMPP members and therefore wouldn't need additional speakers. For other topics, it may be helpful to have speakers lined up to talk about their practices or perspectives.

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- In either case, the aim is to leave as much time as possible for open discussion. These sessions are intended to be informal and engaging in nature. Topics that would benefit from a longer presentation may work better as SDAMPP webinars.

**I have lots of ideas for coffee breaks! Should I submit them all at once, or wait and spread them out?**

- Please feel free to submit your ideas all at once. There are multiple submissions at any given time, and any of which could be selected. The Outreach Committee reviews the cumulative list of all submitted topics, so submissions can be selected at any time.
- It helps if you indicate either preferred months for the coffee break or a priority level for your submissions in the online form.

**I heard about “Brown Bag Discussion”, is that the same as coffee break?**

- The name “Brown Bag Discussion” was replaced with “Coffee Break” to accommodate various time zones.
- If you had “Brown Bag Discussion” topic in mind, please submit it using <https://aapm.questionpro.com/a/TakeSurvey?tt=qAhqMhpEc%2Bo%3D>