FOAM Club
Instructor timeline and general overview

How to use the toolkit

In this toolkit you'll find everything you need to conduct FOAM Club at your institution. We recommend that you start by watching the instructor introduction video - https://vimeo.com/394494522. Then download the toolkit. Review the instructor timeline (below), this will give you a general sense of planning for the conference. While this timeline starts approximately 4 weeks before the anticipated session, this curriculum is also intended to be able to fill an unanticipated void in your curriculum and can be implemented with minimal lead time, if necessary.

Review the resources included, they will guide you through introducing the session to your attendees, selecting topics, troubleshooting accessing podcasts, and resources needed for the day of the conference. Please contact us directly with any questions. We're looking forward to hearing about how your FOAM Club goes!

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Materials in the toolkit:

1. FOAM Club Instructor Preparation Timeline (this document)
2. FOAM Club Instructor Session Guide
3. FOAM Club Presentation (PowerPoint / Keynote)
4. FOAM Club Introduction Email
5. FOAM Club Reminder Emails
6. FOAM Club Post-conference Email
7. FOAM Club Guide to Topic Selection
8. FOAM Club Technical Podcast Instructions
9. FOAM Club Post-conference Evaluation
10. Quality checklist for blogs
11. Quality checklist for podcasts

Four weeks* in advance:

1. Get buy in from stakeholders and schedule FOAM Club. Select and recruit faculty or fellows/senior residents who will assist with the execution of the session. It is

recommended to have at least one facilitator for every eight attendees in order to best guide the small group discussions.

2. Select a blog and podcast. Please see "7. FOAM Club Guide to Topic Selection" for suggested sets of resources or instructions for picking your own topic. It is recommended that you read the chosen blog post and listen to the chosen podcast to provide estimated times required to complete these activities, as well as any tips for the podcast (such as "start at minute ***" or "only listen from *** to *** minute markers").

3. Review timeline for planning and session. Adjust as needed to fit your session.

4. Review Foam introduction slides ("3. FOAM Club Presentation") and FOAM introduction videos

    a. *** https://vimeo.com/394494522 *** instructor introduction video

    b. *** https://vimeo.com/396479333 *** attendee introduction video

Two weeks* in advance:

1. Using the document "4. FOAM Club Introduction Email" as a template, email attendees a personalized version for your session. This should include details of time/date/place, as well as the assigned podcast and blog.

2. It is recommended to include the "8. FOAM Club Technical Podcast Instructions" to ensure attendees are able to access the materials.

One week in advance

1. Send a reminder email ("5. FOAM Club Reminder Emails"). This should be brief and highlight the time/date/place as well as expected pre-work.

2. Offer the opportunity to ask questions and technical assistance if needed

3. Print copies of blog and comments with author replies (if any)

4. Print copies of podcast show notes and comments with author replies (if any)

5. Print copies of the blog and podcast checklists. It is highly recommended to print these on different colored paper for ease.

6. Print copies of the suggested discussion questions for facilitators.

7. Confirm your facilitators are available. Review suggested discussion questions and overview of session with facilitators.

Three days in advance

*While pre-planning is recommended, these session resources have been put together with the intent that a session could be executed with minimal pre-work, if needed to fill an unanticipated void in the curriculum.

1. Send a reminder email ("5. FOAM Club Reminder Emails"). This should be brief and highlight the time/date/place as well as expected pre-work.

2. Offer the opportunity to ask questions and technical assistance if needed.

Day before

1. Send a final reminder email ("5. FOAM Club Reminder Emails"). This can include any changes to time/date/place as well as any tips/troubleshooting for accessing the selected resources.

2. Ensure your handouts are printed and available.

After FOAM Club

1. Send conclusion email to attendees ("6. FOAM Club Post-conference Email")
2. Email FOAM Club team to obtain your site's FOAM Club session feedback
3. Email FOAM Club team any feedback