

## **“Why Specialize” Event**

### **Event Timeline:**

#### **Pre-event Preparation:**

- Pick date/time for event.
- Book a room.
- Decide who will speak on the panel.
- Create a set of general questions you may ask the panelists.
- Designate a moderator for day of the event.
- Contact students from each specialty for panel (e.g., seniors who will be entering postgraduate residency programs, residents in postgraduate programs, etc.):
  - Oral and Maxillofacial Surgery
  - Oral and Maxillofacial Radiology
  - Oral and Maxillofacial Pathology
  - Orthodontics
  - Periodontics
  - AEGD
  - GPR
  - Prosthodontics
  - Endodontics
  - Pediatric Dentistry
  - Dental Public Health
- Confirm student panel.
- Ask student panel for their lunch orders.
- Create flier & compose email to send out to school
- Approve flier.
- Print flier (distribute fliers at school 1-2 weeks prior to the event).
- Send out email to school with flier attached.
- Post flier on the ADEA Chapter Facebook wall. (Have ADEA class representatives share the post on their Facebook walls.)

#### **One week prior to event:**

- Send out event reminder email to TUSDM.
- Remind & confirm student panelists.
- Confirm lunch orders / determine a person to pick them up on day of the event.

#### **Day of the event:**

- Pick up lunch; keep the receipt to turn into administration for reimbursement.
- Arrive to event location 10 minutes early to set up microphones, seating for panelists, set up ADEA poster, etc.
- Event moderator will introduce the panel and lead discussions.

### **Example Email:**

Greetings [school name],

*This resource was provided by the ADEA Chapter at Tufts University School of Dental Medicine.*

**On [Day, Date] from [time] in [location],** the ADEA Chapter at [school name] will be holding our yearly "Why Specialize?" event, featuring students who will be entering postgraduate residency programs. Graduating D16 seniors, each representing a specialty, will share their stories and insights on the application process for their respective specialties and what led them to their acceptance. The panel will include students entering OMFS, Ortho, Perio, AEGD, GPR, Prosth, Endo, and Pediatrics.

Whether you are a first year still wondering about whether a postgraduate residency is for you, or a third year student preparing applications, this event is for you. A panel representing each specialty will be available to take questions and provide answers to your questions about the application process. We hope to see many of you there and are eager to learn more about the specialty application process and our seniors' achievements.

Best,

[Name] on behalf of the ADEA Chapter for Students, Residents and Fellows at  
[University]