



Step-by-Step Guide to: Hosting an Organizational Meeting

Hosting a Doctors for America meeting is easy and gets easier every time you do it. Whether you end up with two people at your first meeting or 20, getting together in person is the best way to get your community of docs and med students organizing and speaking out for reform.

1. Choose a time and location for your meeting.
2. Choose an activity for people to do at the meeting – email friends, email or call Congress, write a letter to the editor, distribute buttons. Contact your state, regional, or deputy director to help you brainstorm. Also, take a look at our other guides for ideas.
3. Invite your friends, colleagues, and classmates. Ask them to invite their friends. Put up fliers. Post it to Facebook and Twitter. Post it to the Doctors for America map (www.dr sforamerica.org/calendar/).
4. Tell Doctors for America about it. Write a email ‘blast’ to be sent out to all local DFA members. Send it to Alice Chen (atychen@gmail.com) who will send it to all members in your area.
5. Speak to the state, regional, or deputy director of your area, and get any materials you need (buttons, the latest powerpoint on reform, etc).
6. Remind people the day before the meeting.
7. Have the meeting (see below for sample agenda and email Krishnan.subramanian@drsforamerica.org for the latest meeting powerpoint).
8. Follow up with people within a day or two to check in and work on next steps. Copy your state or regional director on the email.
9. Repeat steps 1-7.



Sample Agenda

1. People arrive and sign in. (5 minutes)
2. Review the agenda. (1 minute)
3. Introductions. Go around the room and have each person introduce themselves and why they are interested in reform, and what they hope to get out of the meeting. *Note: having name tags can help people remember everyone else's names.* (10 minutes)
4. Introduce yourself. Tell your story. Choose a patient or personal story that illustrates why reform matters to you. (2 minutes)
5. Tell people about Doctors for America (5 minutes)

Doctors for America is a grassroots movement of over 15,000 physicians and medical students in all 50 states who are speaking out for health reform. Our basic premise is we see the problems of the broken system firsthand and that we each have a responsibility to our patients to speak up and help make sure we get reform this year. We know that the majority of individual physicians and our professional societies support reform and that the public trusts us more than anyone else, but insurance companies and other special interests are trying to drown us out. That's why for the first time ever, individual everyday doctors and med students are speaking out and fighting for health reform. Doctors for America is a group that provides individuals with the resources and the platform to speak up for the change they want to see.

Doctors for America does not dictate policy positions to our members, but we have collected the opinions of thousands of physicians and medical students over the past many months. Members of Doctors for America support the general outline of President Obama's vision for health reform and the major reform proposals in Congress right now, including setting up an insurance exchange with rules that regulate the insurance industry.

6. Review policy. (10 minutes)
7. Action and brainstorming. Do the chosen activity and brainstorm other activities that people can do. Choose point people to lead each activity and a timeline. (30 minutes)
8. Wrap-Up. Review next steps and pick a time and location for the next meeting.