

## 2. Regional Youth Health Forum Organiser Guidelines

Welcome. We hope that these guidelines will be of use to ensure you smooth organising of the regional Youth Health Forum (YHF)

### The role of the Regional YHF Organiser

As the Regional Youth Health Forum Organiser you have the very important role of organising the event for the day. They include

- Preparing and promoting for the Forum
- Locating a suitable venue and equipment
- Registration on the day
- Identifying a chairperson and a rapporteur for the day (you can also choose to be the chairperson or rapporteur on the day)

### Attendee profile

The target group includes health professionals, youth workers, representatives from education, accommodation and welfare sectors. Do invite your local GP!

### Key preparation

Important things that you will need to organise:

- **When and where** (a venue that has the right equipment and facilities)
- **Time** (you may want to have a registration time that begins 30minutes before the start time)
- **Parking** (if applicable)
- **Locate the right equipment ideally a data projector and computer/ laptop that plays DVDs (if not a TV and DVD player)**
- **Appoint a chairperson**
- **Promotional materials**
- **Promotional distribution**
- **Photocopy evaluations**
- **Print out certificates of attendance**
- **Assign a person to be the rapporteur**
- **Nominate someone to organise registrations if you cannot do it on the day**
- **Organise Morning tea or afternoon tea for the Forum**

### Promotion of the YHF

Please see the attached YHF promotional flyer template [please download respective YHF promotional flyer from CAAH website [www.caah.chw.edu.au](http://www.caah.chw.edu.au), this document (#10) is found on the same page as the DVD order form]. Please overwrite the relevant information i.e. venue, time, chairperson, contact details etc and use this template as a promotional flyer and program on the day. The registration form (document #4) should accompany the promotional flyer during distribution.

Consider any local networks for distribution of the flyer. This could include local service networks or social networks. The flyer could be distributed via mail, email, personal invitation via telephone, a radio announcement, a newspaper advertisement. What have you found most successful in the past (Depending on your networks and budget).

### Important: Test the DVD

Please test out the DVD you receive a week prior to the viewing session to ensure that:

- you have received the right DVD
- the DVD is working
- you know how to select the chapters/ speakers you want on the day
- that the data project and computer working well together or the DVD player and TV work at the venue

### The Program

The first speaker usually sets the scene for the topic on the day followed by speakers that give different perspectives, or showcase their services within the thematic context. You may want to show all segments or select a few most relevant segments for viewing on the day.

The panel discussion at the end of the YHF, joined by all speakers can be skipped if lack of relevance and applicability of urban issues to rural areas. Instead this can be replaced by a discussion session participated by attendees at the viewing session. However, the youth panel is always highly recommended when available.

Following is a sample regional YHF program for your reference. Please feel free to change the format that suits the needs of your audience. The DVD will be used as a trigger for discussion regarding a particular youth health issue within the local context. The program is structured to include regular question and answer or group discussion/ participants' activity sections. These need not be long, but will be crucial to breaking the information up into portions that participants can digest easily.<sup>1</sup>

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<sup>1</sup> The Melbourne Integrated System (Themis) University of Melbourne, Ensuring Learners' participation. <[http://www.themis.unimelb.edu.au/training/resources/refs/Ensuring\\_participation.pdf](http://www.themis.unimelb.edu.au/training/resources/refs/Ensuring_participation.pdf)> viewed July 27 2007

<b>Regional Youth Health Forum:</b>	
View and Discuss "Getting back on track- A community focus on Aboriginal Health" - DVD	
15 minutes	Registration
5 minutes	Welcome and introduction
30 minutes	DVD viewing
10 minutes	Q & A
30 minutes	DVD viewing
20 minutes	Morning tea
30 minutes	DVD viewing
30 minutes	Discussions + Q & A
10 minutes	Evaluation and Feedback
<b>Total time</b>	<b>3 Hours</b>

### Chairperson guidelines

You will need to select a chairperson and give them the chairperson guidelines at least 2 weeks prior to the viewing session.

### Evaluation form for attendees (Document #7)

Please photocopy the evaluation form for attendees (consists of only 2 pages) and hand them out to the attendees during registration. They are to be collected at the end of the viewing session.

### Evaluation form for organiser (Document #8)

This template is developed for the organiser to consolidate the feedback received from attendees (Q1- Q6). The purpose of the evaluation is to identify what works and not and how we can further improve the content, process/organisation of the day. The evaluation will inform the funder and stakeholders on the effectiveness and impact on running the Regional YHF. It will also help you to reflect on how to improve the Regional YHFs.

### Discussion Summary (document #6)

The Discussion Summary sheet records the discussion on the day. This summary is important as it will serve as a record for the day which will assist with the follow up of issues identified or actions recommended.

### Paper or electronic forms

The organiser may choose to type or write on the forms, if more space is needed for feedback, please feel free to adjust the spacing on the soft copy of the template before printing.

### Certificate of Attendance (Document #5)

These are to be given out during registration. Please change the venue, date, and title of the YHF accordingly and print names of registrants on the certificate of attendance on colour paper or parchment paper depending on resources available. From past experience, we found that printing a few blank extra copies and print name with a marker pen for the unexpected attendees on the day saves posting cost and time.

### Now that it's over

Please send the consolidated evaluation form to Sharon Scherrer by snail mail or email if you are in the Greater Western Area Health Service (GWAHS). If you are outside of the GWAHS, please send the consolidated evaluation form to Ken Yap from NSW NSW Centre for the Advancement of Adolescent Health (NSW CAAH).

Please also complete the DVD Kit Evaluation (document #9) form to NSW CAAH.

And give yourself a big pat on the back!

### Enquiries

#### For Greater Western Area Health Service

Sharon Scherrer, Youth Health Coordinator  
Greater Western Area Health Service  
Tel no: (02) 6841 2333  
Email: sharon.scherrer@gwahs.health.nsw.gov.au

#### For ALL other Area Health Services

Ken Yap, Youth Health Forum  
Coordinator (Sydney)  
NSW Centre for the  
Advancement of Adolescent  
Health (NSW CAAH)  
Tel No: (02) 9845 0631  
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