# BP4 “Preparedness Education Sessions- Summary Reports” Deliverable Template

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| **Sub-recipient name:** | North HELP |
| **Deliverable number and name:** | C1.5 Preparedness Education Sessions- Summary Reports |

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| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Skip this step.** |
| **4** | **Complete the fields for the deliverable final report (if provided below).** |
| **5** | **Submit any additional documentation required to your DOHMH Program manager. This is noted in the deliverable text as well as below.** |

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| **1** | **DOHMH Program Manager: Nia Johar**  **Phone number: 347.396.2770**  **Email:** [**njohar@health.nyc.gov**](mailto:njohar@health.nyc.gov) |

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| **2** | 1. Final agendas, presentation slides, list of speakers, conference materials, sign‐in sheets or roster of participants (i.e., attendee registration), evaluation results, and summary reports (3‐5 pages, template to be provided by DOHMH) including key next steps and potential improvement for future seminars for each of three (3) preparedness education sessions due in the final performance period of the contract (March 1, 2023 to June 1, 2023). |

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| **3** | **Skip this step.** |

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| **4** | **DUE DATE: June 1, 2023** |  |
| **Preparedness Education Session 1** | **Type in your responses below (fields will expand as you type).** |
| **Summarize evaluation results** |  |
| **List key next steps** |  |
| **List improvements to future seminars** |  |
| **Preparedness Education Session 2** | **Type in your responses below (fields will expand as you type).** |
| **Summarize evaluation results** |  |
| **List key next steps** |  |
| **List improvements to future seminars** |  |
| **Preparedness Education Session 3** | **Type in your responses below (fields will expand as you type).** |
| **Summarize evaluation results** |  |
| **List key next steps** |  |
| **List improvements to future seminars** |  |

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| **5** | **DUE DATE: June 1, 2023** |
| **Submit: final agendas, presentation slides, list of speakers, conference materials, sign‐in sheets or roster of participants (i.e., attendee registration) at** [**njohar@health.nyc.gov**](mailto:njohar@health.nyc.gov)**.** |