**Continuing Education**

**2.2 Annual Seminar – Knoxville Branch**

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| **1. Section/Branch** | Tennessee Section, Knoxville Branch |  |
| **2. Section/Branch Size** | Medium |  |
| **3. Project Contact** |  | |
| Name | Michael Hogan | |
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| Email | michaelhogan1021@comcast.net | |
| **4. Project Category** | Continuing Education | |
| **5. Project Description** | Annual continuing education seminar for members and non-members. | |
| **6. The Process**  (What you did, When and How) | We hold the seminar the first Friday in August as an all-day event. We provide the attendees with breakfast and lunch and the opportunity to gain 7 to 8 PDHs. | |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | It is usually the Branch officers (President, Vice- President, and Secretary/Treasurer) | |
| **8. Time Frame**  (When Started, When Completed) | First Friday in August from 8 to 4/5. | |
| **9. Success Factors**  (The Parts that Worked Really Well) | We try to get structural topics for the morning session and that produces a good turnout. The afternoon is general civil. This allows people to choose their session so they don’t have to take up an entire day. | |
| **10. Setback Factors**  (The Parts that did Not Work Well) |  | |
| **11. Creativity**  (This is something off the wall that we did) |  | |
| **12. Administration**  (What was most Important?) | It usually involves the effort of all officers to coordinate location, food, and speakers. We also try to provide a speaker gift and door prizes to keep things interesting. | |
| **13. Follow-Up**  (What was most important?) |  | |
| **14. Recommendations**  (What you should ALWAYS do with this project?) | Try to provide a variety of topics to include the different disciplines. This includes ethics and professional development. | |
| **15. Cautions**  (What you should NEVER do with this project?) | Don’t wait until the last minute to plan, give the attendees plenty of notice to coordinate schedules. | |
| **16. The Outcome** | This has typically been a successful event with the results being good food, a little fun, and much needed PDHs. | |
| **17. Ongoing Activity**  (Would you do it again?) | Yes, we plan the event every year. | |
| **18. Speaker Contact Information**  (person from your Region who would be willing to speak about the Best Practice) |  | |
| Name |  | |
| Address |  | |
| Phone Number |  | |
| Email |  | |
| **19. Additional Comments** |  | |