

# Planning Engagement Sessions on COVID-19 Vaccines and Public Health Measures

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## Checklist

Spring 2021



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This is a checklist containing reminders to assist you in planning your engagement sessions on COVID-19 vaccines.

## Coordination instructions:

The engagement sessions are meant to deliver information to:

- address any concerns about getting the vaccine and what to expect afterwards
- ensure that individuals are making an informed decision based on the information available

The sessions are meant to foster a two-way dialogue to address questions and concerns the public may have surrounding the COVID-19 vaccines.

Consider how to demonstrate that you are hearing the concerns of the group. For example, you can gather and assess feedback from your session and implement this feedback afterwards.

## Participants should be provided with:

- A way to ask questions (for example: simply speaking up or using the “Raised hand” function) and receive answers during the event.
- A copy of the presentation.
- Clear information about how to continue to receive information after the event. This can include a newsletter, a web link or contact information (see document titled [Email Templates](#)).

## During the session:

- Include a call to action asking for feedback and inviting participants to share materials with their networks, their friends and family.
- Share links to available resources (see document titled [Email Templates](#)).

## After the session:

- Email survey and provide links to available resources to all participants, inviting feedback and further dialogue.
- Ensure continued dialogue with participants, for example, by sending new information when it becomes available.