

WATC Guidelines for a Life Balancing Panel Discussion

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Mission Statement

The mission of the Life Balancing Subcommittee is to provide all NATA members with resources that will assist in finding healthy balances between the necessary and the rewarding aspects of their lives.

Format

The format of this presentation is a panel discussion with 3-6 speakers and a moderator. The speakers can be male or female. It is recommended that all the speakers have children unless the choice is made to bring a different aspect of “life balancing” to the panel, such as elder care. You may also consider bringing in one or more children of the speakers to relate their experience.

The speakers should be from various professional backgrounds (college, clinical, teaching, etc.) and have children of varying ages to bring diversity to the panel.

The room is set with a long table at the front of the room for the moderator and speakers. Several microphones should be available and can be shared. A podium for the moderator is optional. The audience is seated at round tables of 8 if food is served or in chairs if no food is served.

Time

The session should last at least one hour. A morning session with a light breakfast is a good method to attract an audience.

Materials Needed

- Microphones
- Chairs and tables
- Notepads and pens (optional and may be provided by the facility hosting your meeting)
- Programs
- Panelist name cards
- Promotional flyer (optional)

- Evaluation forms (optional)
- Additional equipment- laptop, projector, screen, etc. (optional)
- Door sign (optional)
- Refreshments (optional)
- Speaker gifts (optional)

Panel Flow

After greeting the audience, the moderator will introduce herself/himself and introduce the speakers with brief speaker bios. The moderator will have prepared questions to begin the session. The speakers will tell their “stories” and the audience will typically ask questions until the conclusion of the session, but the moderator will have questions prepared to help with flow if needed. As the time for the session ends, the moderator will be responsible for concluding the session and thanking the audience for their attendance.

Suggested Questions

The following is a list of questions you may want to use- some you can send to the speakers so they can prepare answers and some you can keep until the session for more candid responses. Many of these questions are geared toward women and may need to be modified if there are men on the panel.

1. When you were in school, did you have any female mentors? Did they have families?
2. When you were in college, what was your attitude toward having the career you wanted, in the setting you wanted, and having a family as well?
3. How did your attitude change as you went further in your career (if any)?
4. When you were in school, did you experience any discrimination due to your gender? Was it due to coaches, athletes, or other athletic trainers?
5. Tell us about any major roadblocks in your quest to balance family and work.
6. Do you think that over the years the opportunities for women to work as an ATC and have a family have changed? Have the opportunities changed more in some settings than others?

7. Tell us about anything that was a key to your success in your quest to balance family and work.
8. Do you have any time-saving tips, travel aids or other helpful hints for people just starting families while continuing to work?
9. Between caring for your family and caring for your athletes/ patients/ students, how do you make time to take care of yourself?
10. Did anyone have a husband who handled primary care for the kids for any amount of time?
11. Tell us about your hardest moment.
12. Who was your biggest support? How did they help you?
13. What was the most important thing, the most memorable thing, or the best advice you ever got from one of your mentors?
14. Are there any ways in which being a parent made you a better athletic trainer?
15. How do you also find time to be active in state/district/national athletic training associations?

WATC LIFE BALANCING PANEL WORKSHEET

4-6 months

2-3 months

1 month

At conference

HEADING	TASK	SUB-TASKS	CONTACT PERSON
SCHEDULES AND ROOMS	Establish time for program Establish room for program Tables and Chairs	<input type="checkbox"/> Submit time request <input type="checkbox"/> Submit room request with estimated attendance <input type="checkbox"/> Program guide submission <input type="checkbox"/> Confirm place and time	
AUDIO-VISUAL	Microphones (don't need one for each speaker; can share)	<input type="checkbox"/> Talk to speakers about equipment needs <input type="checkbox"/> Submit A-V requests (projector, laptop, screen, sound, etc.)- is there a charge for equipment? <input type="checkbox"/> Confirm equipment <input type="checkbox"/> Submit any other equipment needs <input type="checkbox"/> Take digital photos of panel/ session- group photo, photo release form	
ATTENDANCE		<input type="checkbox"/> Choose moderator <input type="checkbox"/> Committee member attendance list <input type="checkbox"/> Invite VIPs- NATA president, District Director, state presidents	
SPEAKERS/PANEL	Panel list Speaker gifts	<input type="checkbox"/> List of panel members <input type="checkbox"/> Purchase speaker gifts <input type="checkbox"/> Confirm panel attendance <input type="checkbox"/> Print thank you's	

WATC LIFE BALANCING PANEL WORKSHEET

4-6 months

2-3 months

1 month

At conference

REFRESHMENTS	Determine type Prices	<input type="checkbox"/> Estimate attendance <input type="checkbox"/> Order food and drink <input type="checkbox"/> Confirm food and drink <input type="checkbox"/> Confirm payment	
ADVERTIZING		<input type="checkbox"/> Have door sign printed <input type="checkbox"/> Email advert to all district ATEPs to tell students <input type="checkbox"/> E-mail all people registered for meeting- meeting organizers can provide list <input type="checkbox"/> Post on district listserv	
CONTENT	Questions	<input type="checkbox"/> Prepare speaker bios for moderator <input type="checkbox"/> Questions list sent to panel members <input type="checkbox"/> Extra questions prepared and not sent (to supplement audience questions)	
EXTRA MATERIALS	Flyer Name cards for head table Programs Evaluation forms Writing Utensils	<input type="checkbox"/> Develop flyer for promotional use <input type="checkbox"/> Print panelist name cards <input type="checkbox"/> Print programs <input type="checkbox"/> Print evaluation forms <input type="checkbox"/> Place programs and evaluation forms at each place setting <input type="checkbox"/> Have hotel place pens and notepads at each place setting <input type="checkbox"/> Collect evaluation forms after session (or have a marked bin to collect them)	

WATC LIFE BALANCING PANEL WORKSHEET

4-6 months

2-3 months

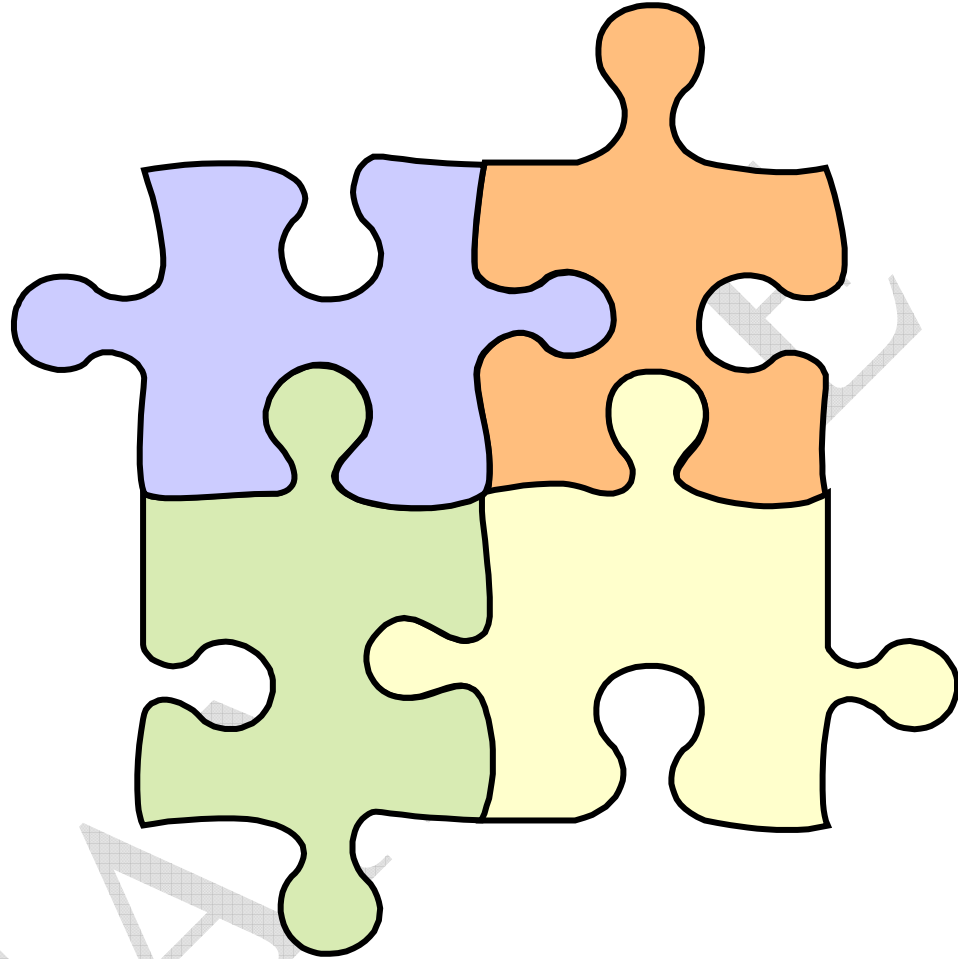
1 month

At conference

FUNDING	Find some!	<input type="checkbox"/> Find a corporate sponsor or request money from the district <input type="checkbox"/> Check with District Director regarding approval of corporate sponsorship	
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*This table was originally developed by Kristen Schellhase, MEd, ATC, CSCS

“Making it Work”



*Conversations with women who
“put the pieces together”*

Sponsored by the Women in Athletic Training Committee

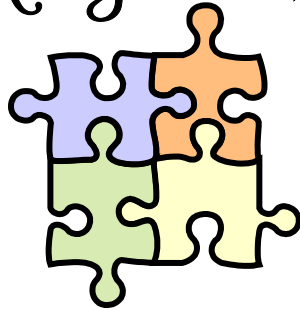
Saturday, April 1st

7-8am

Dunwoody Suite C

Crowne Plaza Ravinia

"Making It Work"



*Conversations with women who
"put the pieces together"*

*Sponsored by the Women in Athletic
Training Committee and
dj Orthopedics*

Thank you for joining us for today's panel discussion! In putting together this group, we tried to enlist the help of women from a variety of settings to discuss how they have successfully put the pieces of work and family together. They are a remarkable group of women, and I hope you find this session both fun and enlightening!

*Sincerely,
Mary McLendon, MS, ATC
District IX Chair- Women in Athletic Training Committee
Associate Athletic Trainer- Mississippi State University*

Panelists:

*Karen Griffin, ATC, PT
Clinic Director- Star Sports Therapy and Rehabilitation
Nashville/Patterson*

*MaryBeth Horodyski, Ed.D., ATC
Associate Professor/ Director of Research- Department of
Orthopaedics & Rehabilitation- University of Florida*

*Shelly Mullenix, MS, ATC
Senior Associate Athletic Trainer (Div I Football)- Louisiana
State University
(Video presentation)*

*Jennifer Scallin Perez, MS, ATC
Associate Athletic Trainer (Div I Women's Basketball)-
University of Central Florida*

*Kristen C. Schellhase MEd., ATC/L, CSCS
Program Director, Program in Athletic Training- University of
Central Florida*

*Sue Stanley-Green, MS, ATC/L
Athletic Training Education Program Director/ Assistant
Professor of Athletic Training- Florida Southern College*

*Alyson Steed, MS, ATC
Assistant Athletic Trainer (Div I Men's Basketball and Women's
Volleyball)- Troy University*

If you are interested in becoming involved in the Women in Athletic Training Committee, you can visit our webpage by logging on to www.seata.org and clicking on "Committees." Contact your state rep or Mary McLendon (mmclendon@athletics.msstate.edu) for more information.