



Please fill out this form if your Academy, Committee, or Interest Group would like to request RAMS assistance with any of your upcoming Pulse articles, webinars, or other projects. The font in RED is an example of what we are looking for at each step of the project outline. Once completed, please email to RAMSPresident@saem.org.

- 1. Project Name** (Example: #stoptheEmstigma Campaign Webinar):
 - a.

- 2. Project Description** [Briefly describe the project's purpose, goals, and scope] (Example: Along with the RAMS board liaison and SAEM Wellness Committee Members, create a script and the content for a 1 hour webinar, solicit the speaker panel for the webinar, and co-host this webinar that focuses on mental health care for RAMS.):
 - a.

- 3. Time Commitment** [Estimation of hours needed or total duration of the project] (Example: Time to send the emails to solicit the speaker panel, 2 x 1hour meetings in September / October to plan, time to make a slideshow and script outline for the webinar and commitment to host the webinar in October at one of the times listed as available in the SAEM webinar calendar.):
 - a.

- 4. Other Team Members** [list the names and roles of other individuals involved] (Example: Amanda Deutsch, MD – Chair, Wellness Committee, Daniel Jourdan, MD – RAMS Board, and Taylor Brown, MD—RAMS Board):
 - a.

- 5. Key Deliverables** [Specify the main outcomes or products of the project] (Example: Host a webinar focused on RAMS health and wellbeing. Engage and provide meaningful content for webinar attendees.):
 - a.

- 6. Timeline / Milestones** [Provide a rough timeline or milestones to measure success] (Example: Sign Up : Now, closes Sept 1- First planning meeting: September- Second planning meeting: Early October- Third meeting if needed: mid-October- Webinar: Week of October 23 – 27.):
 - a.

- 7. Any other specifics to add for the project** (Example: This is a great CV opportunity and a needed resource for our members, as well as an opportunity to work with faculty and learn mor about the RAMS Board.):
 - a.