

TMA-MSS Brown Bag Luncheons

In the summer of 1998, Texas Medical Association staff began working to develop a new programming series called the *Texas Medical Association's Brown Bag Luncheon Series for Medical Students*. This program was launched in the fall of 1998, and was promoted as a quarterly event (fall, winter, spring, and summer) at each of the eight medical schools in Texas. Since that time, the series has grown and now includes a variety of speakers, which not only include TMA staff, but representatives from the Federation of Medicine (CMS presidents, AMA officers, etc.), local and state elected officials, and doctors from around the state. The *TMA-MSS Brown Bag Luncheon Series* features experts in legislative, legal, managed care, and medical fields.

Possible Topics for a Brown Bag Luncheon:

Managed Care/HMOs
Organ Donation
Family Violence
Public Health Issues/Programs (Project WATCH, CHIP, etc.)
Medical Economics
Medical Ethics
Importance of Politics in Medical Careers
Malpractice Information
Medical Student Stress and Burnout
Challenges of Professional Boundaries
Challenging Patient Encounters
An Insight Into Organized Medicine
TMA/AMA Leadership Opportunities
Local/State Elected Officials
Reports from Legislative and Congressional Sessions
Topic of your choice (*please provide 45-60 days notice*)

How to Schedule a Brown Bag Luncheon:

The TMA-MSS Section Coordinator is your initial contact person for all Brown Bag Luncheons.

STEP 1:

Submit a request. Chapters must submit a request to the TMA-MSS Coordinator, which includes the following information: topic, date, time, and room location. Chapters must provide 30 days notice (or more) for TMA to coordinate speaker(s) and make necessary arrangements.

Note: Chapters must provide more than one date, and at least one alternate topic.

NOTE: TMA has no control over the schedule of a speaker. Please be advised that if a speaker is not able to attend, and advanced notification is given to TMA, a substitute may be sent in someone's place. In addition, unforeseen circumstances occasionally arise, making it impossible to guarantee a speaker will be present. Therefore, the chapter should have a back-up plan in the event a speaker is delayed or does not make it at all. Also the chapter should confirm the details of any chapter event at least one week prior to the day of the event!

STEP 2:

Find a speaker. Upon receiving the request for a speaker, the Section Coordinator will contact the necessary TMA staff, in an effort to find a speaker for your Brown Bag Luncheon. **To avoid any misunderstandings or miscommunication, please contact the TMA-MSS Coordinator prior to contacting a potential speaker.**

STEP 3:

Verify the details. Upon confirmation, the Section Coordinator will contact the chapter's contact person and verify the speaker, date, and time of the Brown Bag Luncheon.

STEP 4:

Complete a Brown Bag Luncheon Request Form. After the speaker is confirmed, the chapter must submit a [Brown Bag Lunch Series Request Form](#). The following information MUST be included:

- 1) The number of attendees.
- 2) Quote/estimate for the cost of the lunch.
 - a) cost of food
 - b) cost of drinks
 - c) delivery charge (*if applicable*)
- 3) Name of the restaurant that will supply the food (*Be sure the vendor will take credit card payment over the phone.*)
- 4) Phone number and contact name at the restaurant

STEP 5:

Submit a request for funding if topic is legislative. Upon receipt of the above information, the chapter's request for funding will be submitted to the Legislative Affairs Department.

*In most cases, Legislative Affairs will pay for up to **two** Brown Bag Luncheons **per year – one per school, per semester.***

STEP 6:

Make the meal arrangements.

STEP 7:

Request fliers for the event. Prior to your Brown Bag, and given enough turn-around time for production and mailing, the Section Coordinator can request that the TMA Graphics Department prepare fliers for your event. Please notify the coordinator at least **10 business days prior** to the date of your Brown Bag if you desire such material. The Section Coordinator will forward any additional materials (handouts, evaluation forms, etc.) to you directly.

STEP 8:

Request speaker information (if necessary). Should you need a bio on a speaker, please notify the Section Coordinator **10 business days prior** to your event.

STEP 9:

Confirm with the speaker. One week prior to the event, you should contact the guest speaker to confirm the date and arrangements.