PROCESS OF CERTIFYING EVENTS FOR GR
The Associate Dean for Education and Dean of the school have the final decision on which events will be certified for GR. Notification of the decision will be communicated from the Student Affairs staff to the event organizers as soon as possible.

PUBLICITY
It is the responsibility of the event organizer to ensure that the event is entered into the school's Web calendar, and that the event is marked as a GR and CPH-CE (continuing education event for the Certified in Public Health credential) event. Any requests for assistance with the school's Web calendar should be directed to Matt Borkowski at mattborkowski@pitt.edu.

If a flyer will be created for the event, please send an electronic copy of the flyer to Kimmy Rehak at rehak@pitt.edu. The flyer should state how the event will be applicable to a diverse public health audience and what areas (defined above on the GR event submission form) will be covered.

There is a set of standard GR logos that should be added to any publicity of this event. Once the event is approved for GR, Kimmy will send the logos to the event coordinator.

The Office of Student Affairs is responsible for announcing new events to students via the formal course channels for the GR course (PUBHLT 2022).

DAY OF EVENT
Members from the Office of Student Affairs will be on hand to run the GR sign-in for students enrolled in the course. They will arrive approximately 15-20 minutes prior to the event start time to set-up. A table near an outlet is needed for the card scanner. GR sign-in ends 10 minutes after the start time of the event has passed. Other arrangements can be made on an as needed basis with the staff from the Office of Student Affairs.

INCLUSION INTRODUCTORY STATEMENT OF EVENT
We are asking that at the beginning of the event during the introduction, or other similar segment that a brief statement is read about the event being a GR event and why it is certified for GR. An example statement is below.

“This is event has been certified as a Dean's Public Health Grand Rounds event due to the subject matter covered (enter in details) and it will touch on the disciplines of (enter in details). We invite you all to ask questions of our guest speaker(s) during the Q & A section (if applicable) and engage with them after the lecture/symposium (or other event name) at the reception (if applicable).”

QUESTIONS
Questions can be directed to Kimmy Rehak, Educational Programs Specialist, at rehak@pitt.edu.