*[INSERT YOUR ORGANIZATION’S / DIVISION’S LOGO HERE]*

*Example Agenda*

**Diagnostic Excellence Program Launch Event**

**Date & Time:**

**Location:**

|  |  |  |
| --- | --- | --- |
| Time  *Adjust for your schedule!* | Topic | Speaker |
| 4:00 – 4:05 | Welcome and Overview | Site Leader |
| 4:05 – 4:15 | Sense of Urgency   * *Use your urgency ppt deck.* * *Be sure to share an aspiring and audacious vision.* | Site Leader |
| 4:15 – 4:25 | Overview of Program   * Case review * Data tracking board * Emails to providers * Excellence in Diagnosis Awards Program * Educational programs | Site Leader |
| 4:25 – 4:30 | Comments from Leadership   * Importance of issue * Commitment to program | CEO / CMO |
| 4:30 – 4:35 | Comments from Leadership   * Commitment of support/resources | CQO |
| 4:35 – 5:00 | Reception |  |

*Delete all gray highlights before disseminating!*