*[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!*