

PROPOSED SHORT 5-MINUTE PRESENTATION:

COORDINATORS SYMPOSIUM 2015 AADPRT ANNUAL MEETING

Title of Five-Minute Presentation: **Taming the Doodle: : Making it easier to use not just for single meetings, but annual reviews and scheduling interviewers.**

OR Sudoku Scheduling: How to manipulate Doodles data to use not just for single meetings, but the complicated puzzle of semi-annual evaluations and scheduling interviewers.

Educational Objective(s):

To introduce coordinators to how to manipulate the Doodle export to make it MUCH easier to read and schedule meetings, especially multiple meetings with multiple participants.

Please provide a brief description of your presentation:

I will demonstrate how I manipulate doodle exports to create a one page view of availability for all participants. This will also show an excel technique that is useful in other ways that I can demonstrate if there is time or at least list in the instructions.

Please provide an example of how you have utilized your presentation's central idea within your program.

I use this technique when there are a given number of slots and I need to fit participant availability into those timeslots, such as when I'm fitting interviewers into particular time slots and when I'm matching the Program Director's available time with the Fellow's available time for semi-annual evaluations.

Will you have a PowerPoint slide, or a Word or Excel document you would use to help visualize your presentation?

I will primarily be demonstrating this in Excel but will have instructions available as well. If the internet is available I will go to doodle directly as part of the presentation.

This short presentation is geared toward (please check/specify):

- X New Coordinators
- X Senior Coordinators
- X General Psychiatry Coordinators
- X Fellowship Coordinator

Names/Title/Contract Information for primary presenter and co-presenters:

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DO NOT submit to the general AADPRT website. Please email your submission(s) to the 2015 Coordinators'

Symposium AADPRT mailbox at AADPRT@cha.harvard.edu with "Orlando SHORT Presentation Submission" in the subject line by Monday, October 20, 2014.