



## Getting Started with Your Genetics Pop-Ups...

- **Have everyone sign the ATTENDANCE CARDS when they arrive!**
- Once everyone gets there, you can get started. If it is 10-15 minutes past your start time and some people are not there, in order to be respectful of everyone's time, go ahead and get started.
  - Introductions are always a great place to start!
- Start by introducing yourself, your name, where you are from, and a little bit about what a genetics pop up is, a little bit about who MSRGN is and how you became connected with MSRGN (feel free to share some of your personal story if you feel comfortable or would like, but not required.)
- You could say something like: "Hello everyone, thank you so much for joining us today for this genetics-popups. My name is \_\_\_\_\_ and I live in \_\_\_\_\_. I am a genetic ambassador with Mountain States Regional Genetics Network. MSRGN is a federally funded genetics network which is focused on increasing access to genetics services to underserved populations in an 8-state region that includes \_\_\_\_\_ (insert state you are in). I got connected with MSRGN and genetics by \_\_\_\_\_ (insert your brief personal story if you feel comfortable, about your family, your experience with genetics and how you got connected with MSRGN- keep it brief, 1-2 minutes at the most)
- If you are ordering food, it would be a good time to have the waiter/waitress come for order or allow everyone to go to counter to order or prepare a plate if a buffet is available.
- When everyone is back at the table- Go around the table and allow everyone to introduce themselves.

- Ask the rest of the attendees to introduce themselves and share (pick one): 1 question they have about genetics or share 1 experience they have had with the topic of genetics. (their answers will give you a good idea of some things that they would like to talk about and where they are coming from)
- After everyone has had the opportunity to introduce themselves, you can pass around and explain briefly the resources from the Gene in the box.
- Start with the MSRGN brochure and magnets and explain a little about who MSRGN is and that they can find more resources including a clinic finder on the website.
- If there is time for further discussion, here are some additional questions you can ask the group and allow for a group discussion:
  - *What do you think of when you hear the word “genetics”?*
  - *Do you know a family that is impacted by a genetic condition? If so which condition?*
  - *Are you aware of the genetic connection with conditions like developmental delay and autism? (you can share the developmental delay resources from MSRGN website)*
  - *Has your pediatrician or family doctor ever spoken with you or a family you work with about genetics? (you can share Genetics in Primary Care resources)*
  - *What questions do you have about genetics? (you can share that MSRGN has a monthly Facebook Live – “Your Genetics Questions Answered” which answers common genetic questions.)*
- Wrap up the meeting on time to be respectful of everyone’s time. Thank everyone who attended by passing out the gift cards as a token of your and our appreciation for attending. If people want to continue to network and socialize, perhaps suggest that they can do that but that if anyone needs to leave, they can do so.
- **Before anyone leaves, MAKE SURE THEY HAVE SIGNED the ATTENDANCE CARD (zip code/ am.. is required even if they do not want to provide name/email)**

### **After the Genetics Pop-Up**

- Please make sure you have the sign-in sheet, any extra gift cards, the receipt for any food purchased (not to exceed your budgeted amount left after gift cards are subtracted from \$300 AND no alcohol and itemized receipt needed). Please fill out the reimbursement form, sign it and and pop it in the mail in the Self Addressed Stamped Envelope back to Texas Health Institute within 5 days of your genetics pop-up date.
  - **ALL reimbursements requests need to be submitted by 5/31/19.**

**If you have any questions or concerns or would like to review over the items in the Gene-In-A-Box Prior to your Pop-Up date, please contact**

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