

**Organizing a Local Residency Fair:  
A Practical How-To Guide**

*Developed by the  
Massachusetts American College of Physicians (ACP)  
Internal Medicine Interest Group (IMIG) Leaders*

**April 2008**

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## **Sample Agenda for an Internal Medicine Residency Fair**

### 10:00-10:10 AM

Registration of Students and Residency Directors; Breakfast Available

### 10:10-11:00 AM

Residency Directors speak for 5-7 minutes each about their program with emphasis on Primary Care tracks, what sets the program apart, and special opportunities available to residents.

### 11:00-1:00 PM

Small-group break-out sessions one-on-one with Residency Directors (one Director in a room); students are divided up into groups and rotate to each of the rooms with a residency director; depending upon the number of residency directors, students will have time to ask questions and learn more about the programs (10-25 minutes depending on the number of residency programs represented)

## **Timeline/List of Things to Do in Preparation for Residency Fair**

### **LIST OF THINGS TO DO FOR DATE ACP INTERNAL MEDICINE RESIDENCY FAIR**

#### **1. Residency Directors**

- a. Email Residency Directors to invite them/let them know date/time/location of event. Keep track of their RSVPs [See Resource One; end of Aug]
- b. Make sure all Residency Directors who are coming to the event: [by mid-Sept]
  - i. Have directions and know where to park
  - ii. Have parking vouchers [check on this by early Sept]
  - iii. Have a contact phone number from one of us so they can let us know if they are lost/late, etc.
- c. After the event is over, send thank you notes to each Director who attended, and invite them again for next year [See Resource Two; within a week of the Residency Fair]

#### **2. Event**

- a. Entrance/Event Sign-in
  - i. Have sign in sheet for attending students [See Resource Three; get email addresses if possible]
  - ii. Student Survey
    1. Hand out survey regarding the event when students sign in so that they can fill out and hand it back before they leave [See Resource Four]
  - iii. If there are any students who are non ACP members, have membership cards available for them to fill out if they are interested in joining. [contact Patty Moore (pmoore@acponline.org) to send us some membership forms, etc by early Sept]
  - iv. Have sheet of list of ACP benefits for students available to hand out to non-members students [See Resource Five]
- b. Site/Rooms [by early Sept]
  - i. Big Room/Gymnasium/Atrium w/ table set up panel style so we can introduce each director and they can give power point shows about their programs (if they want)
  - ii. AV equipment for big room
  - iii. Small Rooms for small group breakout
    1. 2 residency directors per room and about 6-10 students per room
    2. Table chair set up for small rooms

#### **3. Food**

- a. Order food [Breakfast Items and Bag Lunch/Sandwiches for Residency Directors and Residents; at least two weeks before event]
- b. Make sure it arrives and is set up before the event begins
- c. Make sure any trash taken care of before/during/after the event
- d. Deal with any left over food

- 4. Advertising for the event** [By second week of Sept]
  - e. Blast email from ACP Chapter Governor's assistant to all ACP student members in the state advertising the event [See Resource Six; by beginning of Sept]
  - f. Individual schools can send out email to each class – ask Deans of each school to send it out
  - g. Make Fliers to post around school [See Resource Seven; by beginning/mid Sept]
  - h. Make signs for how to get to the rooms, etc. on the day of the event at BU [See Resource Eight]
  
- 5. Students** [by second week of Sept]
  - a. Keep track of student RSVPs from each school (we will need this for a head count for ordering food)
  - b. Send out a reminder email a day or so before the actual event reminding students that they RSVP'd and they should attend [See Resource Nine]
  - c. If any students need rides there, coordinate rides
  - d. Make sure students know how to get to the location [Offer directions on public transportation routes, driving directions, parking vouchers, etc]
  - e. Make sure that breakfast is advertised!
  - f. Tell students about the dress code [Business Casual]

**Resource One: Email Invitation To Residency Directors**

Dear Dr. RESIDENCY DIRECTOR,

My name is NAME. I am one of the Student Leaders from the American College of Physicians CHAPTER Governor's Council. I am emailing you on behalf of the Internal Medicine Interest Group leaders within STATE. We are planning to put together an Internal Medicine Residency Fair for students who attend medical school in our state. We hope to hold this event on a Saturday sometime this September or October at the LOCATION. The event will be held in the morning from TIME (with a light breakfast provided).

Given the declining numbers of practicing Internists as well as students choosing Internal Medicine residency programs, the ACP Governor's Council and Student Leaders see a critical need to revive our annual Internal Medicine Residency Fair. By holding this event, we hope to attract more students to the field.

I am contacting you to see if you might be able to participate in this event on one of the following Saturday mornings listed below:

**SEPTEMBER SATURDAY**

**SEPTEMBER SATURDAY**

**OCTOBER SATURDAY**

**OCTOBER SATURDAY**

If you are interested in joining us, please rank the dates that work best for you (1 = best, 4 = worst). I hope you can join us. If you could respond to my email by AUGUST DEADLINE, it would greatly help us secure rooms in a timely fashion.

Sincerely,

NAME  
ACP Student Leader  
School Name  
Email  
Phone

## Resource Two: Thank You Letter to Residency Directors

Dear Dr. RESIDENCY DIRECTOR,

On behalf of the STATE Chapter of the American College of Physicians and the medical students in attendance, we would like to thank you for helping make this year's Internal Medicine Residency Fair such a success! It was certainly a pleasure for us to meet you personally and get to know more about your program.

Student feedback so far has been very positive, and shows that the event was very productive for students in all stages of the application process. To this end, we also appreciate the valuable feedback you provided at the end of the fair, which we will try to implement for next year's fair to make it even more useful for the students. We hope that it was also an enjoyable event for you, and that you will consider participating in future Residency Fairs held by our chapter.

Sincerely,

NAME

ACP Student Leader

School Name

Email

Phone



**Resource Four: Residency Fair Survey**

**ACP Internal Medicine Residency Fair**

**DATE**

**Survey**

Please rate the following items on a scale of 1-5:

	1 (not at all)	2	3	4	5 (very much)
I enjoyed attending this event					
I learned about residency programs in STATE					
I found the location accessible					
I enjoyed the breakfast					
This event was well-advertised					
I would recommend this event to friends next year					

What did you find most helpful about this event?

What could have been done better?

Other comments/suggestions:

**Thank you for taking the time to complete this survey!**

## Resource Five: Benefits of ACP Student Membership Handout

### TOP EIGHT REASONS TO BECOME AN ACP MEMBER!!!

#### **(1) Membership is FREE and you get ALL of these terrific rewards!!!**

#### **(2) Access the ACP Online Mentoring Database**

You can search for a mentor by specialty, type of practice (academic, research, private, etc), country, state/province, and by other criteria.

#### **(3) Receive *IMpact!***

*IMpact* is a monthly online newsletter that includes features on a variety of specialties in Internal Medicine, questions to help you prepare for the USMLE Step II, and articles written by senior students and residents with advice on how best to prepare for clerkships and the residency application process.

#### **(4) Free online access to ACP publications:**

- *Annals of Internal Medicine*
- *ACP Journal Club*
- PIER ® Online (Physicians' Information and Education Resource)

#### **(5) Special Discounts on textbooks used for Third-Year Medicine Clerkships:**

- *MKSAP for Students 3*

#### **Student Members Receive a 30% Discount!**

MKSAP for Students 3 includes over 400 patient-centered self-assessment questions and their answers in print and on CD-ROM. Designed for medical students participating in their clerkship rotation, the questions help define and assess a student's mastery of the core knowledge base requisite to internal medicine education in medical school. The questions reflect the daily management dilemmas faced by internal medicine physicians and when coupled with the answer critiques, provide a focused, concise review of important content. New in MKSAP for Students 3: (1) All new questions and critiques (2) More topics and chapters (3) 12 electrocardiogram questions (4) 24 color figure dermatology questions

List Price: \$44.50; Student Member Price: \$30.00

➤ *IM Clerkship Essentials for Clerkship Students 2007-2008*

The new *Internal Medicine Essentials for Clerkship Students 2007-2008* textbook is available. Created by the American College of Physicians and the Clerkship Directors in Internal Medicine, *Internal Medicine Essentials* is written by 68 authors who direct internal medicine clerkships around the country, who help design the internal medicine curriculum, and who are actively involved in teaching students during their internal medicine clerkships. This invaluable guide demonstrates to students how to care for patients, prepare for clinical rounds, and study for the end of rotation examination. *Internal Medicine Essentials* covers the common problems and disorders a student is expected to understand and likely to encounter.

List Price: \$49.95; ACP Student Member Price: \$39.95

**(6) As a member, participate in the Medical Student Abstract Competition**

The top ten winners will be awarded an expense-paid trip to Internal Medicine 2008 and will give oral presentations of their work. The next highest scoring 30 abstracts in each category will be invited to compete in a poster competition at the meeting

Abstracts are divided into four categories: (1) Clinical Vignette (2) Basic Research (3) Clinical Research (4) Quality Improvement - Patient Safety

**(7) Free admission to ACP Chapter and national scientific meetings**

Internal Medicine, ACP's national scientific meeting, features: (1) More than 260 CME courses in internal medicine and the subspecialties; (2) Skills sessions and hands-on learning through the Herbert S. Waxman Learning Center and Clinical Skills Workshops; (3) Networking and social opportunities for physicians of all career stages; and (4) Opportunities to become more involved in the ACP

**(8) Get dual membership to your school's Internal Medicine Interest Group**

**Resource Six: Email Advertisement of the Residency Fair to Students**

SUBJECT: MEET INTERNAL MEDICINE RESIDENCY DIRECTORS!

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Want to apply for Residency? Interested in Internal Medicine? Want to meet Residency Directors from the top programs in STATE? Then come to the ACP (STATE) Internal Medicine Residency Fair (YEAR)!

**DATE      TIME              LOCATION**

Reasons you can't afford to miss this Residency Fair:

- Hear Program Directors highlight unique aspects of their Internal Medicine Programs
- Talk one-on-one with Program Directors; ask questions and learn more about the application process
- Learn more about the decision-making that goes into the selection of residents

Questions? Please contact EMAIL

**Resource Seven: Student Flyer to Promote Residency Fair**

American College of Physicians (STATE) Chapter proudly hosts an

# Internal Medicine Residency Fair

Who: ALL medical students

When: TIME DATE

Where: LOCATION [insert directions here]

Why: GET FACE-TO-FACE TIME with Internal Medicine Residency Directors from the top programs in STATE (LIST PROGRAMS AND MORE)

BREAKFAST WILL BE PROVIDED

Please RSVP to [insert email here] by DEADLINE

# Internal Medicine Residency Fair



**Resource Nine: Reminder Email to Students**

SUBJECT: REMINDER: IM Residency Fair THIS Weekend!

Dear NAME,

This is a reminder that you have RSVP'ed to attend the Internal Medicine Residency Fair, to be held this DATE at LOCATION (DIRECTIONS VIA PUBLIC TRANSPORTATION AND DRIVING DIRECTIONS). This event will run TIME. Please contact me if you have any questions (EMAIL).

Since Residency Program Directors will be present, suggested dress is Business Casual.

Thank you, and see you on Saturday!

NAME  
ACP Student Leader  
School Name  
Email  
Phone