



## How to Schedule ADA Success

State and local dental societies and ASDA Chapters are welcome to schedule and host ADA Success programs. Follow these steps to ensure a successful event!

**1. Review ADA Success program topics and determine your audience.**

- Who do you want to connect with and what message do you want to send?

**2. Seek buy-in from dental school faculty or administration.**

- Identify a dental school sponsor to help with logistics.
- Secure a meeting space.
- Avoid conflicts with exams, holidays, etc.

**3. Contact the ADA Office of Student Affairs to schedule.**

- Provide two or three options for dates, if possible.
- Submit request form when dates have been finalized.
- Please schedule at least 30 days in advance.

**4. ADA will match a speaker to your program.**

- Whenever possible, speaker will be local or have a connection to the school.
- ADA will share speaker's contact information with you; reach out to them prior to the program date to confirm details and introduce yourself.

**5. Promote your ADA Success program.**

- Invite students to attend via email, newsletters, social media, etc.
- Dental societies and ASDA Chapters should connect with each other to help raise awareness and spread the word among students and dentist volunteers.

**6. Provide feedback on the program to the ADA.**

- Help collect evaluation forms from students and return to ADA.
- Complete host survey, if applicable.
- Share suggestions or comments with the ADA Office of Student Affairs.

**Schedule ADA Success today!**

Complete the request form or contact the ADA Office of Student Affairs at **312.440.7470** or **studentaffairs@ada.org**.

Visit **ADA.org/successprogram** to learn more!