

Instructions for the Outreach Activity Data Collection Form

YOUR NAME: This space is provided for the owner of the form, in case the paper form is misplaced.

1. **NLM PROJECT TITLE:** If the activity is being conducted in association with a particular NLM-funded project, fill out the title of that project.
2. **DATE OF ACTIVITY:** Fill out the date that the activity was conducted.
3. **ORGANIZATION CONDUCTING ACTIVITY:** Fill out the name of the organization conducting the activity. Please note that when entering this name into the web form, a drop down list of all organizations will be provided. The default organization name will be that of the individual entering the data into the web form.

4. **TYPE(S) OF ORGANIZATION(S) INVOLVED IN ACTIVITY:** Check all of the categories of organization type which apply to the organizations involved in the activity, including the facilitator, host, sponsor, etc. For example, if an academic health sciences library is facilitating the activity and it is being hosted at a clinic, the following three organization types should be checked:

- 1) Health Sciences Library and 2) Academic Institution (for the facilitating organization)
- 3) Clinic/Other Health Care Organization (for the host organization)

Note to RMLs: You should include the RML as one if the organizations involved if applicable and check "Health Sciences Library" and, for most RMLs, "Academic Institution", but you should *not* check "Government Agency."

5. **SESSION CONTENT:** Check all of the session content categories that were explicitly covered in the activity. If technology content was covered other than the listed NLM systems, check "Other Technology Content." If non-technology content was covered, check "Other" and specify.

6. **LENGTH OF ACTIVITY:** Record the length of the activity as a percentage of an hour. For example, if the activity was a half-hour, record .5. If the activity was an hour and a half, record 1.5.

7. **HANDS-ON PRACTICE:** Check "Yes" if access to computers was provided during or after the session to allow participants to practice what was taught during the activity. Otherwise, check "No".

8. **ACTIVITY CONDUCTED REMOTELY:** Check "Yes" if the activity was conducted from a remote site, such as via teleconference, .NET session, or the web. Otherwise, check "No."

9. **CONTINUING EDUCATION CREDIT OFFERED:** Check "Yes" if continuing education credit was offered. Otherwise, check "No".

10a. SIGNIFICANT NUMBER OF MINORITIES PRESENT: ($\geq 50\%$) Check “Yes” if half or more than half of the individuals who attended the activity are from minority populations, such as African American, Native American, Hispanic, etc.

10b. MINORITY POPULATIONS PRESENT: If you checked “Yes” for the above question, check all those minority populations that were present. Otherwise, skip this question.

11a. ESTIMATED NUMBER OF PARTICIPANTS: Record your estimate of the number of activity participants. This will provide class size in the event that the class size is too large to distribute the participant information sheet or in the event that not all participants fill out the sheet. It will also help determine what percentage of participants filled out the information sheet.

11b. PARTICIPANT INFORMATION SHEET DISTRIBUTED: Check “Yes” if a participant information sheet was distributed and collected. Note: Distribution of the participant information sheet is REQUIRED. We understand that there may be rare instances when use of the form is precluded by meeting style or that a form might be lost. In these rare events responses to 11c, 11d and 11e will be used for mapping purposes.

11c. NATIONAL MEETING: In the event that a participant information sheet was not collected, check “Yes” if the activity was at a national meeting. A national meeting is one that attracts participants from across the country. The answer to this question provides a general idea of the geographic extent of the locations of activity participants.

11d. ESTIMATED % INTERNATIONAL ATTENDANCE (for national meetings only): Indicate the percentage of the activity audience who are international. This estimate can be approximate with an error of $\pm 10\%$. This will be used to determine the percentage of U.S. attendees. By multiplying this percent by the estimated number of participants, an estimated number of U.S. participants will be calculated. Information about the proportion of attendees who are international may be available from meeting planners.

11e. ESTIMATED % ATTENDANCE BY STATE (for state and regional meetings only): Indicate the states which are represented by activity attendees, including the percentage of the audience from each of those states. This estimate can be approximate with an error of $\pm 10\%$. For example, if a regional meeting is held in Chicago at which 60% of the participants are from Illinois, 20% are from Indiana, and the remaining 20% percent from Ohio, this would be recorded as IL – 60%, IN – 20%, and OH – 20%. Information about the proportion of attendees from different states may be available from meeting planners and may also be estimated by a show of hands at the beginning of an activity.

12. ZIP CODE AND COUNTY WHERE ACTIVITY OCCURRED: Record the ZIP code and county where the activity was held. If both ZIP code and ZIP+4 are known, e.g. 46202-4525, record both. The five-digit ZIP code and county name are REQUIRED. The four-digit extension (ZIP+4) is optional.