VACCINE TABLETOP EXERCISE

Vaccine Program Preparedness & Implementation

Community Expectations

GENERAL

1. **Each state can decide how many participants they want to attend the exercise.**
   a. Some states are meeting with their stakeholders in advance to answer the questions in the Prep Guide pre-event while others are planning to have their stakeholders attend the exercise.

2. **State teams will be able to join either physically co-located or individually.**
   a. This flexibility will support state-by-state COVID-19 policies and geographic spread of team players.
   b. Chat functionalities will be available as needed for teams who are unable to be physically co-located.

BREAKOUT GROUPS

1. **Each breakout session – made up of 3-4 states – will be led by an assigned facilitator.**

2. **States will take turns initiating the discussion for each question in the Prep Guide.**

   Example:

   Question 1: State 1 will answer first → State 2 will add their comments → State 3 will add their comments

   Question 2: State 2 will answer first → State 3 will add their comments → State 1 will add their comments

3. **For every question, each state should designate <u>a single speaker</u>.**
   a. States may have different representatives answer each question as long as there is only one speaker per question.
   b. Non-speaking state representatives may add comments/questions via the chat for all members of the breakout group to see while discussion is ongoing.

4. **The designated state speaker should be as brief as possible when providing their answer. A rough estimate for response time is 3 minutes per question.**
   a. States may ask the facilitator for more discussion time on any particular question.
   b. Additional comments/information can always be added to the chat and the designated discussion boards if the speaker runs out of time.

5. **It is perfectly okay for a state to "pass" and allow the next state in line to begin the disussion for any given question.**

6. **State representatives are encouraged to let their facilitator know if there are certain questions they would like to prioritize.**