

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 a single speaker.**
 - 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 Q&A Pod for all members of the breakout group to see while discussion is ongoing. Participants may upvote these discussion points in the Q&A Pod and by doing

so, alert the facilitator that the group would like to devote more time to a certain topic.

- 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 Q&A Pod 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 discussion for any given question.**
- 6. State representatives are encouraged to let their facilitator know if there are certain questions they would like to prioritize.**