

Critical Decision Making
Developed by COPA
and cosponsored by COPA and Cirrus Design

Organizer Guide
November 2007 rev.

Purpose

The purpose of this guide is to provide a set of procedures and guidelines for an organizer to set up, promote, and conduct a successful Critical Decision Making (CDM) seminar for fellow pilots and their spouses.

Goal

Our goal is to reach 100% of the pilots who fly or will fly our Cirrus aircraft. We need to make the course as attractive and available as possible in many different locations. We will accomplish this by:

1. Offering the course in locations that will only require a 90 minute flight.
2. Set course times so pilots can arrive and depart same day.
3. Advertising and soliciting attendance; being creative to identify Cirrus pilots (COPA advertises to COPA members.) Organizers are encouraged to be creative to identify Cirrus pilots who might not be COPA members or might not actively visit the COPA site. This is not a COPA membership only event.
4. Giving each attendee a progressive, innovative and interactive look at pilot safety and judgment.

This is intended to be a highly interactive seminar with lots of audience participation. The schedule is set for four hours but the agenda can be covered in about 3 ½ hours. We usually pick a Saturday and run it from 10 AM to 2 PM. Lunch is included and we work through lunch.

(Note, because of the change in the WINGS program, we are temporarily suspending issuing WINGS certificates)

Planning

Prior to announcing a CDM meeting the organizer* should do the following:

1. Contact Carol Jensen, CirrusCDMS@gmail.com (or call 512-869-6658 or 512-966-7887) to select date and arrange for facilitator.* *Please copy all correspondence to Donna Cregar COPA admin assistant donna@cirruspilots.org*
2. Secure a date and location for the meeting on site at the airport→FBO or facility within walking distance of aircraft parking (not as desirable, but possible, is to organize a shuttle service; meetings in hangars are discouraged due to noise, distractions and lack of adequate facilities)
3. Arrange for meeting materials to be delivered—contact Donna Cregar for electronic files & handout materials^{1,3} and mailing instructions
(The facilitator should also have current electronic presentation files)
4. Arrange for refreshments (coffee, water) and lunch to be served. (budget \$8-\$10 per person).
5. Ask FBO to either waive meeting room fee or landing fees if any. They are also often willing to provide a fuel discount and/or provide coffee.
6. Prepare an informational sheet to post on the COPA calendar page. Be sure to clarify where people can park their planes, how to get fuel—anything unique to your location. Also include automobile parking info. Send this to [Carol Jensen](#) for posting on the COPA website calendar
7. Be creative in identifying and soliciting/emailing Cirrus pilots. Use the COPA membership directory and sort by locations. Use the Cirrus directory for local and nearby CSI's and invite them and their clients. Non Cirrus pilots are also welcome.
8. Ideal group size is 20. 10 is still okay and 30 should be upper limit. Be sure the facility is appropriate to the expected group size.

*The organizer can be anyone willing to make arrangements to have this seminar. The facilitator must have previously attended a CDM.

Meeting Announcement (3-4 weeks before meeting)

1. Upon receipt of the announcement, it will be posted on the COPA website (with link to calendar registration)
2. Organizer should contact facilitator to ascertain any special needs
3. Use any and all other means to broadcast and solicit attendance. Email or contact Cirrus pilots in area?
4. Confirm mailing of preprinted materials and electronic files for meeting

Two weeks prior to meeting

1. Second broadcast reminding pilots in your area of the seminar
2. Double check Handout and materials mailing from Donna Cregar^{1,3}

One Week Prior to meeting

1. Secure a laptop and projector²;
2. Secure clock, map⁴
3. Print → sign in sheet, pilot survey sheet and scripts(4) for actors³
4. Confirm conference room reservation and lunch order
5. Send weather update to all meeting attendees⁶
6. Remind pilots to bring their spouses or frequent right seater

Day before meeting checklist

The following meeting supplies should be assembled:

1. Projector²
2. Laptop
3. Name Badges
4. Slide Presentation³
5. PrePrinted Handouts¹
6. Clock⁴
7. Map⁴
8. Print (4) Mock Flight scripts³
9. Attendee Registration/Liability Release^{3,5}
10. Print out of pilot survey to record demographics

Meeting Day

1. Plan to arrive at meeting location 90 minutes before meeting to set up
2. Set up meeting room (SEE ATTACHED MEETING ROOM LAYOUT)
3. Many FBO's will provide free coffee for the room
4. Greet Attendees as they arrive. NAMETAGS! REGISTRATION!
5. Stress starting the meeting on time
6. Take a break every hour for 5 minutes (keep break time short but often)

POST MEETING

Confirm you have everyone's sign in and liability release. SCAN the signin pages, your demographics survey and receipts with a summary of expenses and email to cirruscdms@gmail.com & donna@cirruspilots.org. Be sure to include to whom the expenses should be reimbursed (with mailing address)

Mail originals to

[Donna Cregar](#)

[COPA](#)

[2830 North Rancho Drive, Suite B](#)

[Las Vegas, NV 89130](#)

and email to cirruscdms@gmail.com

NOTES:

¹ Pre Printed handouts include: 1)Laminated personal minimums checklist; 2)COPA Code of Conduct; 3)Cirrus Envelope of Safety & General Operating Manual 4)Cirrus Pilot Learning Plan

² If you can't secure a projector, or are faced with renting one, please contact Donna Cregar. The COPA office has one and it can be sent to you for use. (We have been quoted absurd rental rates of \$300 for a projector)

³ Presentation materials will be sent via snail mail because of the size of the files Contact Donna Cregar early to get a mailed CD of the files. The facilitator should also have these files. However, you will need to **print out 1)(4 copies) script for actors for mock flight; 2)signin sheet; 3)Demographic survey**

⁴ A large clock for the flight reenactment should be obtainable for about \$10 at Walmart or equivalent. (Don't get an atomic clock—you need to be able to change the time) A large US MAP (preferably aeronautical but not absolutely necessary) to follow the flight reenactment. Be sure to get and use name badges.

⁵ Registration form and liability release. Note your location and date. **Print out 2 or more copies.**

⁶This is optional, but a good idea for those flying in. Emphasize in any correspondence that if weather or other circumstances would lower the margins of flight safety, they should not come.

Preferred Meeting Room Layout

If space permits we prefer the tables and chairs be laid out in a U-shape design. This allows each seminar participant table space for taking notes and creating an interactive meeting environment which will aid in fostering group discussions.

