**Appendix 1.**

The operational details of a CSSL activity are organized using an event map for each activity. The event map is an Excel workbook that contains different tabs/sheets for each of the components that need to be considered to bring the activity together, virtually or in person.

- **Event overview:** Includes the course, faculty in charge, date and scheduled time, activity objectives and case requirements for the event.
- **SP:** SPs recruited and case assignment (for multiple cases); SP training schedule; SP encounter assignment (keeping in mind to allow enough time between encounters for checklist entry, breaks, and limiting the number of consecutive encounters to avoid SP fatigue). This is used to build the activity in LS.
- **Activity Schedule:** A detailed breakdown of the activity from the time the student arrives to the time they are dismissed. Includes instructions for audio announcements and video start/stops if required.
- **Student Schedule:** Schedule for students to know their individual encounter times.
- **Post-Activity:** Post session notes to record issues encountered during the event or any recommendations for future iterations of the event. Record when scores are generated and summary of remediation requirements.