

## **ARKANSAS ASSOCIATION OF HOSPITAL PHARMACISTS GUIDELINES FOR THE PROGRAM CHAIRMAN**

These guidelines are adopted for general direction only and are intended to help the Program Chairman recognize the scope of his or her responsibilities and to prevent important matters from being overlooked.

The Program Chairman is selected by the President a year in advance and serves as a committee member in charge of exhibits the first year (i.e. President for 2000 chooses Program Chairman for 2001). During that year the individual is active on the committee and should become familiar with all aspects of the Program Chairman's responsibilities including preparations for the following year's program. The second year he/she is the Program Chairman and the primary concern is that year's Fall Seminar in addition to laying the groundwork for the AAHP's portion of the APA June Convention. The third year he/she assists the active Program Chairman as a resource person and by being involved where needed. During this final year he/she is also responsible for: (1) completing the activities for the following APA June Convention and (2) presenting recommended changes for exhibit fees at the board meeting immediately after the Fall Seminar (usually in conjunction with the Installation Banquet).

The initial items the Exhibit Chairman should accomplish in the first year as committee member are: (1) selection of hotel and date for the following year's program, (2) reviewing State and National programs for potential topics and/or speakers, (3) developing a rapport with pharmaceutical and other company representatives to identify potential support for that year's program and for future programs, and (4) developing a committee for the next year's seminar.

### DATE

- Take into consideration other pharmacy meetings, football schedule, and deer season.
- Typical dates range from September through early November.
- The earlier the date is established, the more choices available.

### HOTEL

- The Convention/Visitors Bureau can be of assistance in identifying the site (Little Rock number 376-4781 or 1-800-844-7625).
- Meeting accommodations should be available for a minimum of 150 participants in classroom style arrangements.
- Arrange adequate space for registration.
- Board meeting accommodations should also be identified which is often immediately prior to the Seminar. The Board meeting may be scheduled the night before the Seminar on or off site. Coordinate with the President.
- Special consideration should be given to times when speakers are scheduled immediately preceding other events.
  - Often the exhibits require considerable space and are being set up in another room during a talk.
  - Some hotels don't have enough space to accommodate exhibits in addition to a meeting for 150 people. Usually this is the tightest point for space on the program.
  - Although classroom style meeting rooms are preferred, auditorium style will accommodate more people in less space.
- A contract is signed with the hotel by the program chairman or designee with a copy sent to the Treasurer. The contract should specify charges, if any, for meeting space, exhibit space, tables, electricity, food, service, gratuities, etc. It should also specify room rate which must be "individual billing". Possibly free rooms may be available for the chairman or committee members if the hotel registrations exceed a stated level (You will have to ask). (The Treasurer will specify how this credit is handled.) If negotiable a single rate regardless of the number of occupants is preferred. The number of hotel registrants is difficult to estimate for the hotel, and should take into consideration exhibitors and speakers along with meeting participants. The location of the meeting will impact this greatly. Contact the last program chairman for that locale or the Treasurer for information on this.
- Obtain hotel registration cards to be forwarded to the Treasurer for sponsors and exhibitors and to be used in the preparation of the program brochure.
- Records of attendance, location, brochures, etc. should be forwarded to the President and/or Historian for filing.

### PRELIMINARY PROGRAM PLANNING

- Review other state, regional, and national programs to identify topics, speakers, sponsors, and special events.
- Review last year's program evaluations for identification of topics and other recommendations. Avoid being persuaded by pharmaceutical representatives regarding topics. Choose what's best for AAHP members!
- Draft an initial schedule of events and consider potential committee member participants.

- Propose the registration fee at the first board meeting. The fee established should be adequate to cover meeting expenses and in keeping with the amount of continuing education and events offered. The fee should always provide a discount equal to membership dues for AAHP members. Partial attendance registration fees should also be established. Technician fees should be ½ the regular registration fee. Student, resident, and spouse fees should be established to only cover expenses.
- Initiate contacts with potential speakers and sponsors (consider speakers and topics appropriate for the APA June Convention).
- If the ASHP President, President-elect or Immediate Past President is to be invited, contact Marla Davis, Executive Assistant, early to make arrangements. No honorarium is expected.
- June Convention: Determine AAHP portion of the meeting date and time - prefer not to conflict with Consultants session.
- June Convention: Coordinate program information with the APA office regarding the June Convention for the APA Journal. Provide topic, title of talk, speaker information and sponsor.
- June Convention: Arrange for speaker evaluations, summarize, and send to the APA office.

## COMMITTEE

- Exhibits (Next year's Program Chairman)
  - Assigns tables to sponsors and exhibitors. Prime locations should be reserved for most significant sponsors. Direct competitors should be monitored and accommodated in table assignments.
  - Arranges for location of food and/or beverages if held in conjunction with the Exhibits Program.
  - Assists with set-up of exhibits.
  - Take this opportunity to seek support for next year's Seminar
- In addition to the committee member in charge of exhibits selected by the President, other committee members may be selected to be in charge of (This may also be the Exhibit Chairman):
  - Posters
    - AAHP Research Award: Advertisement of criteria; Identification of judges in coordination with the President; Coordinate the award and deliver to the President.
    - Solicit poster presentations in addition to the Upjohn Research Award presentations: Contact other pharmacists, pharmacy directors, university faculty, residents, and students; Advertise in the AAHP Newsletter and APA Journal.
    - Displays are the responsibility of the presenter (Assistance should be provided when needed). Tables must be arranged through the Program Chairman with the hotel.
  - Special Events (Fun Run, Golf, Races, Football, River Cruise, Casino Night, etc.)
    - May need to appoint more than one person depending on the number of special events.
    - Contact "traditional" sponsors.
    - Arrange for regard permits, releases, maps, participant recognition, publicity, tickets, transportation, etc.
  - Publicity Coordinator
    - Seek out opportunities for advertisement of the Seminar: Advertise with other organizations and at meetings; Advertise in company bulletins; Coordinate advance notification throughout hospitals in Arkansas; Develop flyers, logo, etc.
    - Arrange for slide with the Fall Seminar logo and/or theme.
    - If desired, coordinate the selection and design of the meeting coffee mugs. Then coordinate the procurement and distribution at the Seminar.
    - Contact Chamber of Commerce for additional publicity information and assistance.
    - During and following the seminar, submit publicity information to the AAHP Newsletter Editor, local newspapers, television stations, ASHP, SSHP, journals, etc.
    - Arrange for Arkansas Traveler Certificates from Governor's Office (room 238) in coordination with the Program Chairman and President.
  - Registration
    - Committee member should involve others to assist especially during the final weeks to handle actual registration activities.
    - Coordinate purchase of materials for name badges and ribbons.
      - Badges should be provided for registrants, speakers, sponsors, exhibitors. Registrant and Speaker badges should include affiliation and city; Officer badges should also include AAHP officer position; Sponsors and Exhibitors should include company name.
      - Ribbon colors should be different for each of the following groups and should have the group's identification printed on the ribbon: Officers, Staff (committee members), Speakers, Sponsors, and Exhibitors.
    - Assemble participant folders to include appropriate tickets, badges, etc.
    - Coordinate on-site registration to include preparation of additional badges, folders, tickets, and receipts.

- Speaker Coordination
  - Include requests for abbreviated CV, presentation handouts, and audio-visual.

### FINAL PROGRAM PLANNING

- Send letters of confirmation to speakers. (Need picture for the APA June Convention brochure). Provide assistance for housing arrangements if needed. Request information on travel arrangements.
- Send letters to sponsors to confirm commitments.
- Printin additional program folders if required (order 2 yr. supply).
- Coordinate with other committee members for other special events, e.g. “Fun Run” (if desired).
- Coordinate ACPE number for continuing education with the College of Pharmacy. They will need program outline.
- Recommend to the Board any special requests.
- Arrange for obtaining audio-visual equipment (coordinate with facility).
- Finalize facility arrangements: Menu selection for meals and breaks (buffet style should be considered for flexibility and cost efficiency); Arrange for direct billing of sponsored events if requested; Identify VIP’s (no obligation to AAHP); Transportation and parking for registrants.
- Arrange for printing of signs, speaker evaluation forms, speaker handouts, CE certification form, and sponsors/exhibitors list.
- Easels should be obtained for displaying signs (Available from APA). Signs should include the topic and indicate sponsor if appropriate.
- Prepare speaker introductions and coordinate with the President-elect.
- Plan for extra audio-visual equipment such as light bulb, carousel tray, and pointer.
- Request that house staff be at the first meeting for troubleshooting.

### BROCHURE

- Brochure should be ready to mail 4 - 6 weeks in advance of the Seminar date.
- Mailing should include all pharmacists coded by APA as “H” (hospital) or “M” (non-hospital) including the “N’s” (not paid dues this year) and all pharmacists within the District(s) in close proximity to the meeting location. Consideration should also be given to hospital pharmacists in neighboring regions of other states.
- Printing should incorporate bulk rate permit (Permit # 3113).
- The brochure should require no inserts.
- The brochure should include the following sections:
  - Information or form for hotel reservation.
  - ACPE program number and CE credit information.
  - Seminar registration form.
  - Program outline and special events.
  - Faculty.
  - Sponsors.
  - Recognition of Officers and Program Committee.
  - Phone number and address of a contact person.

### SEMINAR

- Speakers: Arrange for local transportation if needed. Introduce to the President and to the person to be introducing them.
- Provide instruction on audio-visual equipment, lighting, etc. Provide water at the podium.
- Monitor physical environment (lights, temperature, water for speakers and participants, noise, seating, etc.)
- Make announcements (breaks, evaluations, CE, events, upcoming programs, etc.)

### CLOSEOUT

- Compile and summarize evaluations and complete ASHP speaker evaluation form.
- Complete CE documentation: Generate list of attendees with address, hours, license number and state. Include abbreviated CV of speakers, copy of brochure and evaluation summary. Present to ACPE office at UAMS.
- Send letters of thanks to speakers, sponsors, exhibitors and others as appropriate.
- Send evaluation forms to next year’s program chairman.
- Ensure that speakers are paid/reimbursed in a timely manner.

### SPEAKER HONORARIUM AND EXPENSES

- AAHP will reimburse speakers and special guests for their expenses to all AAHP sponsored events if not covered by other sponsors.

- Registration will be waived for AAHP Fall Seminar, not APA June Convention if attending meeting other than speaking engagement.
- Travel reimbursement is limited to IRA expense guidelines or air coach fare, which ever is less, and for most economical ground transportation, parking, and tolls.
- Flight arrangements will be coordinated by the committee and will be booked as soon as possible after confirmation of the speaker's participation.
- Lodging reimbursement will be based on single room reservation rate and will NOT include incidentals (phone, room service, in-room movies, etc). Rooms are to be placed on "AAHP bill" and paid by AAHP.
- Meals, excluding alcohol, will be reimbursed if approved not to exceed \$45.00 per day as follows: breakfast \$8, lunch \$12, and dinner \$25. No reimbursement will be provided for meal expenses claimed in-lieu of a meal offered as part of a group function. Receipts are to be submitted to the Treasurer.
- Honorarium of \$500/hour will be provided to speakers not otherwise sponsored as approved by the Board.