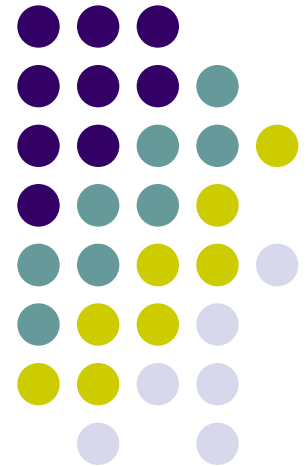


Educational Meeting Considerations

APHON
Local Chapter Committee





Selecting a date/time

- Determine best days and times for the group
 - consider setting a date for your meetings, like every first Thursday of the month, or every second Tuesday of even months
 - may not be able to address each individual's needs but try to find the best time for the majority of members
- Provide good communication
 - notify members in advance of upcoming meetings
 - consider multiple means of communication: emails, flyers, newsletters



Selecting a meeting place

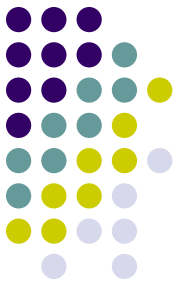
- Consider group needs
 - may not be able to address each individual's needs but try to find the best location for the majority of members
 - consider rotating meeting sites
- Develop a plan to include all members
 - be creative...teleconference

Selecting educational topics

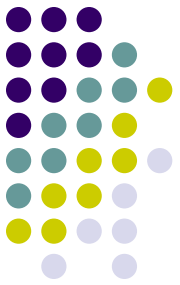


- Based on practice
 - clinical issues; new practice changes
- Based on discussion
 - hold brainstorming meeting to generate ideas
- Based on informal data
 - needs assessment survey; example in local chapter manual
- Based on colleagues' projects (research or clinical)
 - thesis or dissertation projects
 - ongoing research projects

Selecting educational formats

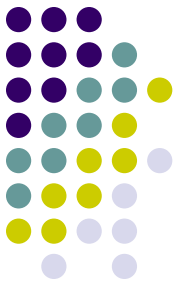


- Consider different educational methods for your meetings:
 - case study or clinical practice issue with group discussion
 - journal club
 - lecture
 - conference or symposium



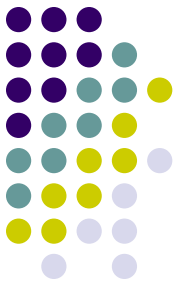
Budget

- At the beginning of the year, plan for all costs associated with meetings:
 - food
 - beverages
 - advertisement for meetings
 - honoraria for speakers
 - CEUs



Other considerations

- Distribute meeting information with adequate notice for members
- Ask for RSVP to ensure you know how many members are coming
- Ensure audio-visual equipment is available at meeting locations and arrive early to set up



Resources

- Past educational committee chairs and members
 - seek their opinion on what worked and what didn't work for your chapter
- APHON Chapter President's Community
 - contact other local chapter leaders to seek their opinion or assist with problem solving
- APHON Local Chapter Committee
 - utilize the local chapter committee and chair to seek opinions or help problem solve issues