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