Chapter Event Guidelines

This resource provides general guidance for planning and organizing an ACRP Chapter event.

Overview of ACRP Chapter Events
ACRP Chapters are encouraged to host at least four in-person or virtual events a year to maintain activity and engagement with chapter members. These events can range from social/networking to educational. If a Chapter wishes to host an educational event, please also review the ACRP Chapter Educational Event Guidance and Policy resource.

Per ACRP's Disclosure and Management of Conflict of Interest Policy, Chapters should not plan events that directly compete with a scheduled ACRP event. Please review ACRP's Event Calendar when planning Chapter events.

Lastly, ACRP Chapter events and their participants are held in accordance with ACRP's Event Code of Conduct.

Requesting a Chapter Event
Chapters must submit an event request form for **_all_** events. ACRP aims to build Chapter events within five business days. Please contact chapters@acrpnet.org to discuss additional details about your event.

Chapter Event Registration
To ensure registrants have an accurate record of their ACRP activities, registration for **_all_** Chapter events must be hosted through ACRP's purchasing system, even if the event is free.

If they wish, Chapters can differentiate registration prices for attendees by the following categories:
- Chapter Member (member of any ACRP Chapter)
- ACRP Member (not a member of any ACRP Chapter)
- Non-Member (not a member of ACRP or any Chapter)

A Chapter can also request different registration pricing for specific groups (for example, their own Chapter membership vs. other ACRP Chapter members, board members, sponsors, speakers, etc.). This information can be provided when submitting the event request form.

Using the ACRP Community Platform for Chapter Events
The ACRP Community platform is a collaborative tool that provides members with the ability to communicate with one another. The Community platform also houses ACRP Chapter webpages where Chapter events are listed.

ACRP will create an event information page for each Chapter event and will ensure that the event is promoted on the Chapter's webpage, as well as listed on ACRP's Event Calendar. The event information page should include all information about the event including:

- Event description and detailed agenda
- Location
- How to register
- Event point of contact

Chapters should point to the event information page when promoting the event.

Managing Chapter Event Registration & Attendance
Once people begin registering for the event, an event community page will automatically be created. This page is where Chapter leaders can monitor and communicate with registrants directly. Once a Chapter leader has registered for the event and is made an admin of the page, they will have access to post discussion threads/announcements and can email event registrants directly.

For in-person events, Chapter leaders should ask registrants directly if they have any dietary restrictions or have ADA needs.

Chapter leaders are responsible for recording a roster of attendance for each of their events. Attendees may request proof of attendance from the Chapter.

Marketing & Promoting Chapter Events
Learn more about the various ways to promote your Chapter's event and how ACRP can help.