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Chapter Meeting & Event Recommendations

- Chapters are required to conduct **at least** two educational programs (including contact hours) per calendar year. ACRP suggests that chapter meetings be scheduled every two to three months. This frequency of meetings builds the morale of the group and creates a more active and motivated membership.
- Meeting notices should be emailed at least four weeks prior to the meeting to help members plan their calendars. The ACRP office can send these emails out for you. We can also send reminder email notices as the event approaches. Review the [Chapter Event Marketing & Communications Guidelines](#) on the [Chapter Resources Center](#) for additional details.
- Try to meet at approximately the same time and day of the month so members can plan accordingly.
- Meetings should last about 90 minutes. One contact hour of continuing education credit requires an hour of instruction-focused discussion around a topic or problem, or a presentation. Chapters **must** submit any continuing education credit application to ACRP at least 30 days in advance of the meeting. Review the [Chapter Event Application and Submission Guidelines](#) on the [Chapter Resources Center](#) for additional details.
- Use your members for presentations. The best source of expertise is from within your group. Programs may include the following, among others:
 - Roundtable discussions to explore different approaches to budgeting, recruiting, data cleanup, etc.
 - A presentation by an investigator on a particular area of research
 - A management topic concerning clinical trials management
 - A presentation by a professional trainer from within the group
 - A non-commercial presentation by a pharmaceutical company representative
 - A presentation by a local professional who was on the program at ACRP's Annual Meeting & Expo
 - A rebroadcast from ACRP's Annual Meeting & Expo
 - A videotape presentation on a medical topic available from medical centers
 - A presentation by IRB members or the FDA
 - An ACRP webinar or webinar replay

Other meeting suggestions:

- Start each meeting with introductions and short biographies of those attending. A major reason people attend chapter meetings is to network locally. Make sure attendees connect with



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someone. This will make them more likely to come back. It should be the role of the membership committee to identify, welcome, orient, and host newcomers.

- Have refreshments and use the pre-meeting time and a break during the meeting to introduce people to each other.
- Pass around a sign-in sheet to keep track of who is there, to add people to the membership list, and to mail follow-up materials. A copy of the sign in sheet is required by ACRP to complete the Contact Hour process.
- Have ACRP and chapter membership forms available to sign up new members on the spot. Collecting dues for both ACRP and your local Chapter at the same time (and then distributing them to ACRP) will ensure that each individual joining your chapter is also an ACRP member and will simplify the enrollment process and allow ACRP to keep your chapter membership updated.