2016

Chapter Event Application Submission Guide

ACRP CHAPTER SERVICES
chapters@acrpnet.org

[COMPANY NAME] | [Company address]

Effective July 1, ACRP will enforce the requirement that all chapter event applications be submitted at least four (4) weeks prior to the event date. Any application received within four weeks of the event date will be subject to a $125 review fee. This fee will only apply to chapter programming outside of ACRP content. All webinar replays and Online Conference Library sessions will not be subject to this review fee.

Chapters are strongly encouraged to plan ahead for upcoming events. This will not only save your chapter the review fee; it also allows your chapter increased marketing messages to better promote local events.

Instructions for Submitting an ACRP Chapter Event Application

Timeline for Application & Submission
Please use the following guidelines when submitting your event application **(and all required materials)** to ensure a timely approval.

- Webinar Replay/Online
  Conference Library Session

  A minimum of two (2) weeks prior to the event date.
  (A Review Fee is not applicable on ACRP education)

- Live Speaker Events

  At least four (4) weeks prior to the event date.*

Any application received within four weeks of the event date will be subject to a $125 review fee.

NOTE: Applications are reviewed in the order they are received. ACRP will do its best to accommodate late submissions but failure to adhere to this timeline may result in a $125 review fee and/or your event not being approved for CEUs. Please plan accordingly.

Requirements Based on Type of Event

Webinar Replays/Online Conference Library Sessions
While webinar replays and online conference library sessions have already been reviewed by ACRP, your chapter still must submit an event application. Please follow the instructions (below) for submitting this type of event for approval:

- Submit an event application form with information about the webinar and upload an event flyer *(provided template contains all required elements. If using your own template, make sure all elements are included)*. You can upload the flyer directly to the form.

- In the "Additional Notes/Comments" section at the bottom of the form, indicate whether or not this will be one of your chapter's complimentary webinars for the year and if so, whose account you would like the webinar added to (i.e. who will be turning on the webinar at the actual event)

Live Speaker Events
Please follow the below instructions for submitting this type of event for approval:

- Submit an event application form with information about the event and upload the following required materials at the time of submission
    o Event Flyer *(provided template contains all required elements. If using your own template, make sure all elements are included)*
        ▪ Make sure to include a complete agenda with start/end times for the presentation and any Q&A so ACRP can accurately allocate credits.
        ▪ Event flyer may not state that contact hours have been approved if they are not. See Formatting Your Event Flyer for appropriate language.
        ▪ If you have a sponsor for your event, please include what they are sponsoring and a statement that the sponsor does not have any influence on the content of the presentation. The sponsor logo cannot be larger than the ACRP logo.
    o Signed Conflict of Interest Form from all speakers
    o CME Criteria & Compliance Review Form completed and signed by speaker <u>for each presentation</u> *(ONLY REQUIREED IF SEEKING CMEs)*
    o Speaker(s) Bios/CV
    o ALL Presentation materials (slides or outline if no slides, any handouts, etc.)
        ▪ Include the learning objectives as a slide in the PowerPoint deck

If you have trouble uploading your materials to the application form, you may send to chapters@acrpnet.org in a separate email however the application is still required.

Formatting Your Event Flyer
To ensure timely approval, the following information must be included within your event flyer:

- **Event Flyer** – the following information **MUST** be included on your flyer:
    o ACRP Chapter logo (do not use the generic ACRP logo)
    o Chapter name
    o Program title
    o Speaker information
    o Date, time, location of event
    o Brief program description
    o Three (3) to five (5) SMART learning objectives for the program
    o A complete program agenda
    o Target audience
    o In-kind Support and Unrestricted Educational Grants statements (if applicable):
        ▪ This activity is provided by an unrestricted educational grant from (indicate name of company), (Logos cannot be larger than ACRP's logo)
        ▪ In-kind support is provided by (indicate name of company) (Logo cannot be larger than ACRP logo)

- o Registration information and applicable fees. This includes cancellation and refund policy as well as contact hour application deadlines
- o The following contact hour statement: "XX Contact hours have been applied for through ACRP. Membership is not required for online registration/application of contact hours."
- o Please include the following statement: "To receive contact hours: Purchase the contact hours, sign in at the registration desk and attend the program. Log on to the ACRP website then "ACRP Learning Portal" to complete the evaluation **no later than** 30 days following the event and obtain the online certificate." **After 30 days, contact hours are no longer available.**

Additional Requirements
- Title and Learning Objectives must be consistent on all materials
  - o Includes: event application, flyer, presentation, handouts (if any), COI form (from all speakers), and CME form if requesting CME credit
  - o If a Symposium (or multiple presentations are being given), the event must have overall learning objectives
- Learning Objectives must provide a measurable outcome. For more information on writing learning objectives, check out our learning objectives guide.

During the Event
- Collect Proof of Participation: (May be a sign-in sheet, or something proving participation)

Immediately After the Event
- **Excel Spreadsheet of Attendees** *(optional).* For Contact Hour Purchase Only. If you would like us to send a reminder notice for participants to apply for contact hours and complete the evaluation, you may send us an Excel spreadsheet of attendees within the 7 days of the event. Notices will not be sent out after 7 days.

- **Proof of Participation**. Please send the sign-in sheet (or other form of proof of participation) within 7 days post event. (Proof of participation is required to validate participation in a program.)

Additional Resources
- Global Conference Speaker List
- Chapter Event Flyer Template
- Chapter Event PowerPoint Template (click here for list of all templates)
- Writing Learning Objectives Guideline
- Speaker Conflict of Interest Form
- CME Criteria & Compliance Review Form
- Chapter Event Marketing & Communications Guidelines
- Sample Meeting Attendance Sheet

Approval will not be given until all materials have been received.
Approval is required prior to online registration.