Managing Your Chapter Events

Tips to a Quick Turnaround

ACRP Chapter Webinar Series

Today's Presenters

Lisa-Marie Gardner

Senior Membership Administrator, Chapter Management

Jennifer Thomas

Training and Professional Development Specialist

Agenda

- Learning Objectives
- Approval Process
- Marketing & Promotion
- ACRP Chapter Event Resources
- Registration and Contact Hours
- Helpful Tips
- Q&A

Learning Objectives

Upon completion of this session, participants should be able to:

- Apply the Chapter event approval process from start to finish
- Manage speakers to ensure timely submission of required documentation
- Utilize ACRP resources available to Chapters on how to manage events

Chapter Event Approval Process

- Submit Chapter Event Application with **ALL** required documents
- Materials sent to Professional Development for contact hour approval
- Event flyer published to Chapter webpage
- Chapter notified when contact hours have been approved
- Registration and contact hour purchase made available on Chapter webpage
- Email notification sent to all Chapter members for registration*

Marketing and Promotion

Event Promotion

- **Symposiums**
  - at least three (3) months out
- **Monthly Chapter Meeting**
  - 4 – 6 weeks out
- **Webinars**
  - 2 – 4 weeks out

NEW ACRP Chapter Marketing Guidelines

Submission Date	Number of Communications
6 – 8 weeks out *(suggested for Symposiums)*	4
4 weeks out *(suggested for chapter meetings)*	3
1 – 2 weeks out *(suggested for webinars and OCL)*	2

Audience*

- Your current Chapter members
- ACRP members within your state
- ACRP members and non-members with your state
- ACRP Members in requesting Chapter state and ACRP members within two (2) surrounding states *(may only be used once)*

Review & Approval Requirements

Training/Educational Flyers

- ACRP Chapter Logo
- Date
- Time
  - Breakdown of agenda
- Location
- Brief program description
- Speaker Name
- Learning Objectives (in correct format)
- Target Audience
- Contact hour statement

Flyers will not be posted to your chapter webpage until all the above requirements are met.

Common Mistakes on Flyers

- EXCESSIVE COLOR and Highlighting
- **Several** font types in one document
- Missing program description
- Program agenda not included
- Incorrect contact hour statement

NEW Chapter Event Template

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ASSOCIATION OF CLINICAL RESEARCH PROFESSIONALS
Greater San Diego Chapter

FDA/EMA Inspection Lessons Learned: Protocol Deviations –Why They Occur and How to Handle Them

Protocol noncompliance is not only a common regulatory inspection citation, it also frequently elevates to the level of a warning letter for both Clinical Investigators and Sponsors. By following a well-written clinical trial protocol sites should be able to ensure that the data being collected provides an accurate reflection of how an investigational product is working in regards to efficacy and safety. Since regulated human clinical trials are required to have a protocol, one would assume that as long as you follow the protocol, deviations will not occur. At face value this would seem like a truism, so why are citations for protocol deviations still being issued, and what can be done to reduce them?

This webinar will address what a protocol deviation is, why some trial noncompliance to the protocol results in warning letters and other do not, and what can be done to reduce protocol deviations from occurring. In addition, it will provide direction on what to do when protocol deviations occur.

Upon completion of this session, attendees should be able to:

- Define what is a protocol deviation
- Compare and contrast FDA to EMA inspection findings as they apply to protocol deviation citations; and
- Describe what can be done to reduce protocol deviations from occurring

Target Audience
Sponsor Clinical personnel, Clinical Investigators and their staff, Independent Monitors, Clinical Contract Research Organization Personnel

Further Information: If you have any questions, please contact: Chelsea Johnson, cmerj468@hotmail.com

Date: February 27, 2015

Time: 5:00 p.m. – 7:00 p.m.
- 5:00 – 5:30 – Registration
- 5:30 – 6:30 – Presentation
- 6:30 – 7:00 – Q&A, Adjourn

Location: 99 Canal Center Drive
Alexandria, VA 22314

Presenter: Lee Truxe-Bellows
President & CEO, Norwich Clinical Research Associates

Registration Cost: $0 Chapter Members / $10 ACRP Members / $20 Non-Members

Contact hours: One (1) Contact hour has been applied for through ACRP. To receive contact hours: Purchase the contact hours, sign in at the registration desk, and attend the program. Log on to ACRP website, acrpnet.org, then click "My Tests, Evaluations, and Certificates" to complete the evaluation between 1-30 days following the event and receive the online certificate.

Contact Hour Cost: $0 Chapter Members / $15 ACRP Members / $30 Non-Members

Common Presentation Mistakes

- Missing ACRP Logo
  - ACRP logo on first slide, if not all slides (can use ACRP PD Template, but not a requirement)
- Missing Learning Objectives
  - Must have Learning Objectives within first few slides of presentation
- Learning objectives in the incorrect format
  - Learning Objectives must comply to Bloom's Taxonomy standards. More info on Bloom's Taxonomy can be found in the Chapters Resources folder
- Excessive logos/commercial interest
  - Company logo can only be on first and/or last slide, *not* on every slide

ACRP Chapter Event Resources

Webinar Replays & Online Conference Library

- One (1) Complimentary
- Easy Low Cost Event
- Pre-approved for Contact Hours

http://www.acrpnet.org/webinarreplays

ACRP ONLINE CONFERENCE LIBRARY

http://www.prolibraries.com/acrp/

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Registration and Contact Hours

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Registration and Contact Hours

- **NEW!** Event applications will be reviewed in the order which they are received
- Registration may not open until contact hours have been approved
- BEWARE of Registration close date
- Evaluations only available 30 days post-event

Helpful Tips

Helpful Tips

- Schedule and plan events early
- Obtain speaker materials early
- Request registration rosters
- Remind attendees to complete evaluations
- Send evaluation surveys after event (tracks satisfaction and gauge audience interest)

Questions?

Lisa-Marie Gardner
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- Event resources
- Marketing and promotion
- Registration and contact hours

Jennifer Thomas
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- Writing learning objectives
- Speaker materials
- Contact hour approval