

**Meetings and Conference Planning
Committee Manual
(MCPC)**



**Association of Black
Health-System
Pharmacists**

PREFACE

Thank you for giving of yourself: your time, your ideas, your problem solving skills and your professional knowledge. Your individual and collective effort is what makes ABHP a strong, dynamic and member driven organization. In return, we hope your involvement with the ABHP Meetings and Planning Committee activities will be a rewarding and satisfying experience. It is a chance to do something important for your profession while also learning, growing and making new friends.

The purpose of this Conference Planning Manual is to provide you with background about ABHP and some guidelines that will make your role with the Meetings and Conference Planning process more effective and significant.

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MISSION STATEMENT

The purpose for which the Association of Black Health-system Pharmacists (ABHP) is formed is to promote the value and vision of all pharmacists, but particularly black and other minority group pharmacists, as integral members of the health-care team in order to allow full utilization of their clinical and drug use control functions that would be beneficial in the health-systems. The ABHP shall foster collaboration, leadership, education, advocacy, and research that protect and improve the health status and quality of life of minority patients and to advance the practice of minority pharmacists in the health systems.

THE ABHP GOAL

The Association of Black Health-System Pharmacists was established in 1978 to facilitate communication between, provide a forum for, and to pool the resources of Black health-system pharmacists throughout the country.

ABHP's goal is to represent its members and to provide leadership to enable its members practicing in organized health-care settings to be effective within those settings and throughout the country as a whole.

ABHP accomplishes its goal by:

1. Promoting pharmaceutical care in society;
2. Avocating the pharmacist's value in assuring that appropriate clinical services and drug use control processes are applied to benefit minority and underserved patients;
3. Providing a forum for meaningful dialogue and idea sharing among members;
4. Promoting and facilitating useful information exchange between its members, health care professionals, organizations, and the public;
5. Developing and conducting education programs for maintaining and improving competence of pharmacists;
6. Promoting research activities by its members;
7. Recognizing professional achievements and contributions of members;
8. Representing the membership to other professional, regulatory and legislative bodies, and/or health care groups.

COMMITTEE ON MEETINGS AND CONFERENCE PLANNING

COMMITTEE MEMBERS:

- Responsible to the Board of Directors
- Chair, appointed by the President
- Co-Chair, appointed by the President

- Minimum five standing members, who may be recruited by the Chair and any member of the committee and recommended to the President for appointment.

GOALS:

- To ensure successful administration of all the Association's professional conference and meetings.
- To recommend to the Board of Directors the most feasible and economic arrangement for meetings and conferences of the Association.

RESPONSIBILITIES AND CHARGES:

- Review and modify where needed, the Association's current process for meetings and conference planning.
- Increase input on meetings and conference planning from other standing councils
- Investigate and make recommendations and arrangements for the Minority Health Conference and Annual Meeting and for the ABHP-ASHP Midyear Meeting activities and programs.
- Develop and implement all plans and arrangements for the Minority Health Conference and Annual Meeting and for the ABHP-ASHP Midyear Meeting activities and programs.
- Develop a plan and make arrangements for the Association's:
 - Strategic Planning Retreat
 - Association Leadership and Orientation Meeting (ALOM)
- Develop a guidebook for members of the Committee on Meetings and Conference Planning.
- Develop a financial projection for completion of activities charged to the Committee and submit to the Board of Directors.
- Prepare timely reports and recommendations to the Board

RESPONSIBILITIES OF CHAIRPERSON AND CO-CHAIRPERSONS

Chairperson of the Meetings and Conference Planning Committee (MCPC) is responsible for conducting the meetings and conferences and for providing the leadership needed to achieve the charge assigned to the Committee. The MCPC Chair is also responsible for arranging or working with ABHP Board of Directors to arrange meeting sites, dates and social functions for the meetings. It is the responsibility of the chair to see that complete minutes are prepared following each meeting and that copies are provided to the ABHP Secretary. The MCPC Chairperson insures that the reports and proposals to the Board of Directors are submitted in the proper format and on time.

RESPONSIBILITIES OF COMMITTEE MEMBERS

The MCPC members are appointed by the ABHP President in cooperation with the MCPC Chair. The MCPC generally consists of eight to ten people. While all members should be involved in program planning, it is recommended that specific assignments of responsibility be made for Program Development, Registration, Conference Promotions, Media and Public Relations, Exhibitors, Sponsorship and Sponsors, and Grant Requests. Later in the process, individual committee members may also be assigned as moderators, facilitators, and introducers for conference programs. Most the MCPC business is conducted by conference calls. Members of Committee are responsible for being prepared for meetings, arriving and starting on time, participating in discussions and following up on any assignments they may have accepted.

REPORTS AND PROPOSALS

A copy of minutes of all meetings should be submitted to the ABHP Secretary as soon after the meeting as possible (preferably within two weeks). All proposals to the Board of Directors and quarterly reports must be written and submitted in the proper format, at least 14 days prior to the Board meeting and the date that they are due.

TERMS

Members of Councils are generally appointed for a one year term and serve until the next Annual Meeting. A third or more of the members may be reappointed the following year for continuity. MCPC Chair and Co-Chairs are expected to serve for 2 year terms.

VOLUNTEER JOB DESCRIPTIONS FOR CONFERENCE PLANNER

ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS VOLUNTEER JOB DESCRIPTION CHAIRPERSON

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the ABHP President

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Provide strategic guidance to committee members and potential clients with regard to conference planning and participation in conference programs, symposia, speaking engagements, company sponsored events, programs and activities, etc.
- Initiate, develop, and manage exhibit booths
- Pitch ABHP minority health subject matter to potential sponsors to secure speaking slots, funding, and sponsorship
- Oversee and manage the association's conference and meetings budget and assets
- Develop, order, and disseminate printed promotional and marketing materials to support meetings and live conference events
- Track, measure, and analyze ROI on conference participation
- Coordinate registration, shipping, and other logistics for events we host and conferences at which we exhibit

PRE-CONFERENCE RESPONSIBILITIES:

- Determine the technical, operational, and social vision for the conference. In cooperation with the Board and Educational Affairs Council, determine the theme and design (both technical and graphic) for the conference.
- Oversee the financial, administrative and logistical management of the conference.
- Uphold all ABHP Policies and Procedures.
- Ensure the quality of the Educational Program.

- Recommend the members of the Meetings and Conference Planning Committee and Conference Coordinators to the Board of Directors for approval.
- Participate in ABHP-sponsored trainings.
- Work with the MCPC management team to refine and implement conference vision and goals. Develop and implement conference schedule.
- Prepare detailed budget planning for submission to ABHP Board of Directors.
- Submit completed budget planning document to ABHP Board of Directors.
- Adhere to the approved budget. Ensure that Conference Coordinators adhere to their area budgets and conference financial procedures.
- Plan and facilitate structure and content of all conference planning meetings.
- Recruit appropriate volunteers for all committee positions.
- Attend and actively be involved in facilitated hand-off meetings and assignments in order to identify conference issues with immediate impact and assure continuity.
- Using customized draft timeline, develop master conference timeline integrating detailed timelines submitted by each coordinator and vendors where appropriate.
- Manage all committee volunteers and professional management associated with the conference. Determine and communicate management structure for the conference.
- Request and collect status reports from Coordinators to ensure conference planning process is on track.
- Provide training, orientation, and inservice to Coordinators as needed.
- Collect, review, edit, and collate all data from Preliminary Announcements, the Call for Participation, Registration, etc. and submit it to all committee Coordinators.
- In collaboration with the President, authorize all committee travel and expenses.
- Monitor conference planning and financial progress through scheduled planning and review conference calls. Ensure history of the conference planning process is maintained through the documentation of all financial or other major decisions and the associated decision-making process as well as any changes to original assumptions.
- Recruit and confirm plenary and any other invited speakers. Ensure that speakers and speaker topics are appropriate, interesting, timely, and consistent with the conference theme. Prepare plenary speakers to address the conference audience.
- Provide final review and approval for all publication, promotional, and publicity materials as well as approving print quantities.
- Work with the international colleagues to obtain international balance in the Educational Program.
- During the Educational Program Development meetings, participate with Educational Program Development Co-Chair to plan and organize the conference sessions. Ensure that a broad range of organizations, topics, and timely work key to informing the community of minority health issues and health disparities world-wide are represented.
- Ensure that the Educational Program Development Co-Chair provide Speaker Packets (including acceptance and rejection letters and special instructions to presenters) to MCPC Chair for mailing of Speaker Packets.
- Create general information packet for Session Moderators, including Speakers Bio and scripts of the session. Assist the Educational Program Development Co-Chair in the selection and confirmation of Session Moderators.
- Ensure that the appropriate text is provided for Preliminary and Final Program Booklets. This includes all session scheduling, orders of presentation, and verified spelling of presenters' names and affiliations.
- Work with the Media and Public Relations Coordinator and Educational Program Co-Chair to ensure all presenters have supplied appropriate camera-ready art and electronic text in a timely manner.
- Provide final review and approval for all design and quantities ordered for conference publications, printing, and retail items.

- Work with ABHP Educational Program Development Co-Chair and Coordinators to determine evaluation questions and evaluate specific sessions as appropriate.
- Work with ABHP Educational Program Development Co-Chair and Coordinators to recruit members for the Abstract Review Committee.

ON-SITE RESPONSIBILITIES:

- Act as the public face and gracious host of the conference.
- Schedule and attend daily financial meetings with Treasurer and Executive Committee.
- In the absence of the President, participate in press conference and press interviews as scheduled by the Media and Public Relations Coordinator.
- Open and close the conference. Ensure that plenary speakers, invited guests, and other invited speakers are properly introduced and welcomed.
- Host VIPs, International guests, and deal with key people.

POST-CONFERENCE RESPONSIBILITIES:

- Prepare and submit a conference final report (executive summary) as directed to document decisions, activities, programs, results of making changes or experiments, and recommendations of importance to future ABHP Conferences.
- Participate in Conference Review as directed by MCPC and the ABHP Board.

TIME COMMITMENT ESTIMATE:

The MCPC Chair can expect to spend a minimum of 20 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The MCPC Chair can expect to spend an average of approximately 7 to 10 hours per week reading ABHP material, preparing for ABHP activities and communicating with MCPC members. Three to six months prior to the regular schedule events, the time may increase by 2 – 4 hours per week.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy. Where possible, expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

TERM OF OFFICE:

- Two years.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
CO-CHAIRPERSONS**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the ABHP President

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Assume all duties in the absence of the Chair (*see Chairperson Job Description*).
- Provide strategic guidance to committee members and potential clients with regard to conference planning and participation in conference programs, symposia, speaking engagements, company sponsored events, programs and activities, etc.
- Initiate, develop, and manage exhibit booths
- Pitch ABHP minority health subject matter to potential sponsors to secure speaking slots, funding, and sponsorship
- Oversee and manage the association's conference and meetings budget and assets
- Develop, order, and disseminate printed promotional and marketing materials to support meetings and live conference events
- Track, measure, and analyze ROI on conference participation
- Coordinate registration, shipping, and other logistics for events we host and conferences at which we exhibit

PRE-CONFERENCE RESPONSIBILITIES:

- Work with ABHP MCP Committee to select and secure site(s) for meeting and overnight accommodations.
- Coordinate site and dates with: MCPC Chair, Educational Program Development Co-Chair, and ABHP Executive Committee.
- Work with any other co-sponsoring groups.
- Determine how many people should be on the MCP Committee or how many individual coordinators or chairs are needed.
- Assign coordinators and chairs, and call meetings as needed; maintain contact with all coordinators.

- In collaboration with the MCPC Chair and Educational Program Development Co-Chair, recruit members for the Abstract Review Committee
-

ON-SITE RESPONSIBILITIES:

- Act as the public face and gracious host of the conference.
- Schedule and attend daily financial meetings with Treasurer and Executive Committee.
- In the absence of the President, participate in press conference and press interviews as scheduled by the Media and Public Relations Coordinator.
- Open and close the conference. Ensure that plenary speakers, invited guests, and other invited speakers are properly introduced and welcomed.
- Host VIPs, International guests, and deal with key people.
- Coordinate the work of the various coordinators and committee chairs.
- Assume the duties of any of the coordinators or specific committees as needed.
- Maintain contact with the MCPC Chair and Educational Program Development Co-Chair and ABHP Executive Committee.
- Coordinate conference activities with other ABHP councils, committees, and officers who may wish to conduct activities prior to or during the conference:
 - Awards Committee Chair for awards presentation
 - ABHP President-elect
 - Council or Committee Chairs who may wish to hold committee meetings prior to or during the conference
 - (NOTE: No activities may be held during the conference which will detract from attendance at conference sessions.)
- Be available for assistance in any necessary areas the day of the conference.

POST-CONFERENCE RESPONSIBILITIES:

- Prepare and submit a conference final report (executive summary) as directed to document decisions, activities, programs, results of making changes or experiments, and recommendations of importance to future ABHP Conferences.
- Participate in Conference Review as directed by MCPC and the ABHP Board.
- Gather all post-conference reports and forward them to the ABHP Presidents, Treasurer, MCPC Chair, and Secretary.
- Send follow-up reports to Board of Directors. Work with ABHP Presidents to send thank you letters to committee members, speakers, presenters, and others who helped make the conference a success.

TIME COMMITMENT ESTIMATE:

The MCPC Co-Chair can expect to spend a minimum of 20 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The MCPC Co-Chair can expect to spend an average of approximately 7 to 10 hours per week reading ABHP material, preparing for ABHP activities and communicating with MCPC members. Three to six months prior to the regular schedule events, the time may increase by 2 - 4 hours per week.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy. Where possible, expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

TERM OF OFFICE:

- Two years.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
EDUCATIONAL PROGRAM DEVELOPMENT CO-CHAIRPERSON**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - A self-motivated, strategic thinker and problem-solver
 - Proficiency in Microsoft Office suite of products (Outlook, Word and Excel)
 - Database management
 - Excellent English communication (verbal and written) and exceptional communication skills with prescribed business etiquette at both personal and electronic levels in a multi-cultural, multi-level environment
 - Highly organized with great attention to detail
 - Excellent time management skills and ability to multi-task, analyze and prioritize projects
 - Keen awareness of the need for accuracy and consistency in data entry and administrative work

GENERAL RESPONSIBILITIES

- Develop, coordinate, and implement the overall direction and format of the annual conference educational program, including the selection of keynote speakers, sessions, presenters, and entertainment.
- Attend scheduled MCPC planning meetings as required for all conferences until the conclusion of the conference.
- Review past annual conference programs and program budgets as a basis for development of the current conference program and budget.
- Consult and cooperate with the MCPC Chair concerning the educational program conference budget, schedule, promotion, and overall conference management. Monitor and adhere to the prescribed budget.
- Schedule and host regular communication and program development meetings with the Educational Affairs and Conference Coordinators, including but not limited to monthly conference calls or in-face meetings.
- Coordinate the program development Educational Affairs Council and Conference Coordinators contributions and direction for promotional materials and the printed conference program in conjunction with MCPC and staff.
- Consult and cooperate with the MCPC Chair, staff, and coordinators regarding pre-conference events, tours, local arrangements, etc.
- Communicate regularly with the MCPC, Board of Directors, and Education Affairs Councils concerning the development of the conference program and promotions.
- Communicate regularly with the educational affairs council, concerning the development of the conference educational content to ensure a balanced offering for association members.
- Implement the conference planning timetable as developed by the Educational Affairs Council and the MCPC.

- Maintain effective communication regarding sponsorship opportunities for corporate partners in collaboration with the MCPC Chair and Coordinators to insure that sponsors are integrated into the educational offerings of the annual conference.
- Working in partnership with the Treasurer and MCPC Chair in processing monies, grants, and expenses related to the conference.
- Serves as the key point of contact for conference coordinators and volunteers assigned to the conference program development.
- Collects and reviews conference reports to support the planning and monitoring process
- Provides crucial database management for the Minority Health Conference and Annual Meeting
- Through programs, services and leadership, advance the principles articulated in the Association's Mission and Vision Statement for a multicultural organization.

PRE-CONFERENCE RESPONSIBILITIES

- Develop topics for the educational program that are balanced around minority health issues.
- In collaboration with the MCPC, develop the theme for the conference.
- Develop program session titles and names.
- In coordination with the Conference Chair and Coordinator(s), determine how many sessions, large and breakout; build schedule.
- In coordination with Conference Chair and Coordinator(s), select presenters for all sessions.
- Contact keynote speaker(s), presenter(s). Contact may be verbal or written. Verbal contact should be followed with a letter of confirmation and contract. Be certain presenter is familiar with financial arrangements. You may also obtain biographical information about the presenter to be used at the time of introduction, or in a conference program.
- Send a written letter of confirmation to all people who agree to speak or present at the conference.
- Work with the Conference Chair, Coordinator(s), and presenters to ascertain equipment needs of presenters.
- Work with Conference Chairs and Coordinator(s) to become familiar with facilities to determine location of each session/presenter.
- Send a final letter of confirmation to all presenters one month in advance. Include information on the specific location of their presentation; confirmation on supplied equipment; anything else that will help a presenter.
- Select and assigned Moderators and Coordinators for the meeting sessions, to introduce Presenters and monitor rooms at the sessions.
- Coordinate sending of follow-up "Thank-you" notes with ABHP Presidents.
- Provide the input and contribution of the Educational Affairs Council to the development of conference promotional materials.
- Develop the conference learning objectives.
- Develop the program and conference assessment process.
- Develop the evaluation methods for the conference programs.
- Include the evaluation forms in the registration packets.
- Recruit the conference speakers and faculty.
- In collaboration with the MCPC, provide the input for the educational program budget for the conference.
- Identify and secure the Continuing Education (CE) provider for accreditation of the educational programs.
- Assure that a co-sponsoring agreement is signed with the CE provider.
- Recruit the conference coordinators to assist in managing and developing the educational programs.

- In collaboration with the MCPC Chair, assigned all Conference Coordinators associated with the conference educational program developments, including the Opening and Closing Session, Speakers and Faculty, Moderators, Poster Session, Student Forum, Pharmacy Technician Forum, Pre-conference events, and satellite symposia.
- In collaboration with the MCPC Chair(s), recruit members for the Abstract Review Committee. Send out a Call for Volunteers to serve on the Abstract Review Committee.

ON-SITE RESPONSIBILITIES

- Lead the Educational Program Development Team in execution of plans.
- Act as the public face and gracious host of the conference.
- Schedule and attend regular planning meetings with the educational council and conference coordinators..
- Present progress of conference and highlights at the program planning meetings.
- Collect the evaluation forms

POST-CONFERENCE RESPONSIBILITIES

- Be the leader on assessment of conference and potential post conference proceedings.
- Prepare and submit a conference final report related to the area of responsibility.
- Tabulate data from the evaluations and submit to the MCPC Chair and the MCPC.
- Participate in Conference Review as directed by MCPC and the ABHP Board.

TIME COMMITMENT ESTIMATE:

The Educational Program Development Coordinator can expect to spend a minimum of 20 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The Educational Program Development Coordinator can expect to spend an average of approximately 6 hours per week reading ABHP material, preparing for ABHP activities and communicating with MCPC members. Three to six months prior to the regular schedule events, the time may increase by 2 - 4 hours per week.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy. Where possible, expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

TERM OF OFFICE:

- One year.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
REGISTRATION AND HOUSING CO-CHAIRPERSON**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - A self-motivated, strategic thinker and problem-solver
 - Proficiency in Microsoft Office suite of products (Outlook, Word and Excel)
 - Database management
 - Excellent English communication (verbal and written) and exceptional communication skills with prescribed business etiquette at both personal and electronic levels in a multi-cultural, multi-level environment
 - Highly organized with great attention to detail
 - Excellent time management skills and ability to multi-task, analyze and prioritize projects
 - Keen awareness of the need for accuracy and consistency in data entry and administrative work
 - Experience in database entry and management, practical experience with meeting registration functions at the corporate, association or hotel (conference services level) a significant advantage

GENERAL RESPONSIBILITIES:

- Design and train all volunteers on effective customer service strategies as related to online registration for the ABHP Minority Health Conference and Annual Meeting.
- Utilize these strategies to enhance customer service satisfaction and guest relations
- Work with the selected hotel to handle securing guestrooms for volunteer staff, officers, and VIP guests
- Manages travel arrangements and transportation needs for volunteer staff and VIP guests as needed
- Working in partnership with the Treasurer and MCPC Chair in processing invoices and refunds
- Serves as the key point of contact for members, attendees, clients, and customers as challenges arise with the registration system
- Collects and reviews conference reports from the registration and the hotel housing systems to support the planning and monitoring process
- Provides crucial database management for the Minority Health Conference and Annual Meeting
- Coordinates the selection and dissemination of amenities for VIP guests
- Develop and maintain a working schedule for all conference volunteers that will cover all check-in and check-outs for volunteers
- Serve as a continual back-up and support resource for all conference volunteers

PRE-CONFERENCE RESPONSIBILITIES:

- Prepare a list of all registration materials, equipment, forms, and supplies needed.

- Identify and maintain a contact list of representatives with the local Convention and Planning Bureau. Secure information and items to be included in the registration packets.
- Create a Certificate of Participation.
- Create a system to charge registration fees and other registrant's expense by credit cards on-site.
- Develop all registration materials, equipment, and supplies needed.
- Create and maintain an electronic list of all registrants, VIPs, speakers, and special guests.
- Order registration materials, equipment, and supplies.
- Assist in the development of the online registration process.
- Prepare registration packets for all registrants, including exhibitors, speakers, and VIPs
- Order uniforms for volunteers and staff assigned to the conference Registration.

ON-SITE RESPONSIBILITIES:

- Act as the public face and gracious host of the conference.
- Attend regular meetings with MCP Committee.

POST-CONFERENCE RESPONSIBILITIES:

- Prepare and submit a conference final report related to the area of responsibility.
- Participate in Conference Review as directed by MCPC and the ABHP Board.

TIME COMMITMENT ESTIMATE:

The Registration Coordinator and Co-Chair can expect to spend a minimum of 20 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The Registration Coordinator and Co-Chair can expect to spend an average of approximately 7 to 10 hours per week reading ABHP material, preparing for ABHP activities and communicating with MCPC members. Three to six months prior to the regular schedule events, the time may increase by 2 - 4 hours per week.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy. Where possible, expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

TERM OF OFFICE:

- One year.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
GENERAL OPERATIONS AND LOCAL ARRANGEMENTS CO-
CHAIRPERSON**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Identify and recruit additional volunteers as needed.
- Become very familiar with the layout of the hotel and conference facilities.
- Work with the MCPC and Program Development CoChair to determine number and type of rooms needed.
- Work with Program Development Co-Chair and Equipment Coordinator to determine location of each session/presenter.
- Work with Equipment Coordinator and hotel to determine type of setup needed.
- Make and post signs announcing the presentations for each room. Arrange for clear signage and identification of ABHP at entrances, registration desks, podiums, etc. Check with the hotel to determine if they provide this signage.
- Arrange for radio or phone communication during conferences to help resolve problems quickly.
- Work with the Convention Bureau or the Chamber of Commerce and other organizations to obtain handout materials for registration packets.
- Work with the MCPC and Program Development Chairs to determine number of functions for food and beverage services.
- Place order for food and beverage with the hotel catering service.
- Plan a tour of possibly two off-site medical facilities for international guests.
- Identify the actual facilities to be visited and make arrangement with their pharmacy and public relations department in advance.
- Design an online survey of potential international attendees to determine their interest . Send the survey by email and determine the number potential who would like to go on the tour.

- Work with facilities pharmacy staff, public relations department and tour guide to determine maximum number of participants for each tour.
- Provide description and timeline for the MCPC Chair.
- Arrange for transportation to the off-site facilities (buses, vans, etc).
- Be aware of liability needs.
- Arrange for hosts to go on each tour and remain with the group throughout the tour.
- Be on hand at the time of the conference to coordinate bus or van loading.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
MODERATORS AND SPEAKERS COORDINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- In coordination with the Educational Program Development Co-Chair and Conference Chair, determine how many Moderators are needed for the educational sessions.
- In collaboration with the MCPC Chair and the Educational Program Development Co-Chair, identify and recruit volunteer Moderators for the educational program sessions.
- Work with the Conference Chair to place of Call for Volunteer Moderators on the ABHP website
- Send out a Call for Volunteer Moderators to the membership through the email list serve and distribution program. Include an online form to collect their CV and contact information.
- Identify potential Moderators from the pre-Registration list and from recommendations from other members of the MCP Committee.
- In coordination with the Educational Program Development Co-Chair and Conference Chair, select Moderators for all sessions taking in consideration the matching of the session to the Moderators background and practice experience.
- Contact the Moderator(s). Contact may be verbal or written. Verbal contact should be followed with a letter of confirmation.
- Send a written letter of confirmation to all Moderators who agree to participate in the conference assignment as a Moderator.
- Send a final letter of confirmation to all Moderators one month in advance. Include information on the specific location, time, and anything else that will help them to effectively fulfill their role as a Moderator.
- Assure the accuracy of their name and title for publication in the final conference program booklet.
- Write the script for Moderators to follow for each educational session.
- Request speakers CV and Biographical Summary.
- Request speakers learning objectives, lecture outline, and slides for their presentation.

- Send and collect the conflict of interest statement from all the speakers
- Send a final letter of confirmation to all presenters one month in advance. Include information on the specific location of their presentation; confirmation on supplied equipment; anything else that will help a presenter.
- Prepare a meeting packet for Moderators and Speakers and include the following items: i) Assignment sheet; ii) Session Information form; speaker's biographical information; iii) moderator's script; & iv) Copy of Volunteer Moderators letter.
- Double check all session locations, times, and presenters as adjustment and changes may occur in the program.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
CONFERENCE COORDINATOR FOR MEDIA, PUBLIC RELATIONS, AND
PUBLICITY**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with media, publicity, and promotional activities preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Develop a press kit about the Minority Health Conference; including separate press releases about the Opening Session and Closing Session topic and Keynote Speaker.
- Develop press releases about the Award Program including press releases about the award recipient of the Mickey Leland Political Achievement Award.
- Develop a media contact list including contacts in the local area from television, radio, and the newspaper.
- Arrange a public service announcement about the Minority Health Conference with a local radio station.
- Recruit a photographer for the conference. Coordinate the photo shoots with the photographer.
- Make sure the photographer has enough film and batteries for the conference pictures.
- Create a list of speakers or other people to be photographed from MCPC Chair or the Program Development Chair.
- Take photographs of people and activities as identified by the conference chairs.
- Take other photographs as the occasion arises. Get a variety of action and people shots.
- Work with media groups, the ABHP Newsletter, web host, and the like for publishing the conference pictures.
- Arrange press and radio coverage for the Pre-Conference Events.
- Contact the local Convention Bureau for assistance and advice on publicity about the conference.
- Identify sources to include articles about the conference. Write articles about the conference and ABHP and submit to the publication sources.
- Assure that all conference promotional information is updated on the ABHP website.

- Write promotional article for the ABHP Newsletter and assure that an article is included in each Newsletter published prior to the conference.
- Include the press release in the attendees' registration packet.
- Contact conference site local news media (Newspaper, radio, and television). Submit an article for publication at the time of the conference. Invite radio or TV personnel to attend the Opening and Closing Sessions of the conference that will be particularly newsworthy. Written contact should be followed by phone or in-person contact to assure the best results.
- Publicize a summary of the conference in a post-conference special edition Newsletter. Include pictures from the conference.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
HOSPITALITY COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with organizing events, parties, special events preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Identify and recruit additional volunteers as needed.
- Work with Conference Chair, Co-Chair(s) and Local Arrangements Coordinator(s) in setting up the Hospitality Room (cash bar, etc.).
- Greet all new and prospective ABHP members. Invite prospectives to join ABHP and hand out membership applications and other information about the ABHP.
- Greet special guests.
- Assist the Program Development Co-Chair to arrange for any special transportation of guests (i.e. an out-of-town Presenter who has flown in and needs to be met at the airport).
- Select and order centerpieces for conference meals and special areas, such as registration or displays.
- Make sure that wall displays and ABHP welcome banners are put up before the conference begins.
- Arrange for the recognition of Past Presidents's at a meal function.
- Arrange for seating of special guests at Opening Session, Closing Session, and meal functions.
- Make sure all wall displays, banners and decorations are removed and returned to proper storage places at the end of the conference.
- Arrange for a welcome gift (ABHP tee-shirtss or polo shirts or something) to either be in the rooms of special guests or speakers or to be received upon check-in. Especially important to have a map of the conference facilities available for speakers to locate presentation location.
- Work with Colleges of Pharmacy, Pharmacy Alumni Associations, and corporate sponsors to solicit their support in hosting receptions in their name. Get their commitment in a timely manner so their name can appear in the program booklet.

- Make arrangement for all receptions and the banquet.
- Assure that invitations and tickets to receptions and banquet are included in the attendees registration packets.
- Arrange for online invitations and payment procedure to be sent in advance to all members and non-members in the ABHP email database to be sent in advance to registrants email..
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
EQUIPMENT COORDINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Identify and recruit additional volunteers as needed.
- Work with Program Development Co-Chair to determine exactly what equipment is needed for each presenter.
- Determine what equipment is needed for general sessions, meetings, and keynote speaker.
- Check with conference site to see what equipment is available free or for a rental fee.
- Determine where to locate other needed equipment if necessary.
- Bring equipment or assure that the equipment is brought to the facility before the conference officially starts and store in a secure location.
- Make sure all needed equipment is in each meeting room at least one-half hour before it is needed.
- Check to make sure that all equipment is in working order (include spare bulbs) one-half hour before it is needed.
- After each presentation is finished, remove equipment and store in a secure location.
- After conference is over, return all equipment to its respective location.
- Report any damaged or malfunctioning equipment to Conference Chairs.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
EXHIBITORS COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Work closely with the MCPC Chair to determine needs and ensure adherence to policies and procedures.
- Work with the MCPC Chair and Program Development Co-Chair to determine the best location and times for exhibits.
- Work with the Local Arrangements Chair and hotel coordinator to schedule locations.
- Be aware of needs for exhibit spaces. Examples include loading/unloading space, security, electrical outlets, telecommunications facilities, table sizes, lighting, number of chairs furnished per exhibit space, etc.
- Request a proposal from Freeman Exhibiting Services.
- Assign booth space for ABHP.
- Identify and recruit a member to staff the ABHP exhibit table, assuring that all information needed for display is available for the exhibit table.
- Develop an Exhibitors Prospectus
- Update exhibitors and potential exhibits distribution contact list.
- Assist in creating an electronic payment process for exhibitors.
- Assist with recruiting exhibitors.
- Work with the MCPC Chair to assure that electronic invitation are sent to potential exhibitors multiple times prior to the deadline for response.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
MEMBER FORUM COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Identify and recruit additional volunteers as needed.
- Develop the agenda for the Forum
- Create packets for Member Forum attendees.
- Work with Conference Chair, Co-Chair(s) and Local Arrangements Coordinator(s) in setting up the room.
- Work with Conference Chair, Co-Chair(s), Equipment Coordinator, and Local Arrangements Coordinator(s) to ensure that any necessary equipment, e.g., laptop computers, projector, and screen, is available one hour prior to the Forum.
- Arrange and ensure the the entire session is recorded.
- Recruit and select a volunteer to keep minutes of the Forum including the recording.
- Ensure that the minutes and recording is provided to the ABHP Secretary as soon as possible after the Forum but not greater than two weeks after the conference.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, Educational Program Development Chair and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
POSTER SESSION COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Work with the MCPC, Co-Chairs, and Program Development Co-Chair, to send an electronic invitation potential poster presenters. Send multiple times until the maximum number of os slots for posters are filled.
- Update the email distribution list of potential poster presentes.
- Monitor the all Abstracts submitted.
- Proctor the poster session to ensure that each presenter follows the Guidelines for Poster Presenters.
- Recruit volunteers to assisting with proxying the poster session.
- Work with the MCPC, Co-Chairs, and Program Development Co-Chair, in setting up a contract with Freeman Exhibiting Services to help with setting up the poster boards for he session.
- Present a Certificate of Participation to each poster presenter.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
STUDENT FORUM COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Identify and recruit additional volunteers as needed. Focus on recruiting student volunteers
- Develop the agenda for the Student Forum
- Work with Conference Chair, Co-Chair(s) and Local Arrangements Coordinator(s) in setting up the room.
- Work with Conference Chair, Co-Chair(s) and Equipment Coordinator to ensure that any necessary equipment, e.g., laptop computers, projector, and screen, is available one hour prior to the Student Forum; ascertain equipment needs of presenters
- Contact speaker(s), presenter(s). Contact may be verbal or written. Verbal contact should be followed with a letter of confirmation. Be certain speakers/presenters are familiar with financial arrangements.
- Send a written letter of confirmation to all people who agree to speak or present at the Student Forum.
- Send a final letter of confirmation to all presenters one month in advance. Include information on the specific location of their presentation; confirmation on supplied equipment; anything else that will help a presenter.
- Select students to be volunteer facilitators, to introduce speakers/presenters and monitor rooms at Student Forum.
- Coordinate sending of follow-up "Thank-you" notes with ABHP President and conference chairs.
- Work with Conference Chair and Program Development Co-Chair in sending email invitations to and information about the Student Forum to the students in the ABHP student distribution database. Implement an online response survey to the Student Forum.
- Identify and contact potential corporate sponsors for the Student Forum (e.g., CVS, Cardinal, Walgreens, Wal-Mart).

- Ensure that the Student Forum is evaluated.
- Provide a final report of the Student Forum to the Program Development Co-Chair.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
PHARMACY TECHNICIAN FORUM COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Identify and recruit additional volunteers as needed. Focus on recruiting pharmacy technician volunteers
- Develop the agenda for the Pharmacy Technician Forum
- Work with Conference Chair, Co-Chair(s), and Local Arrangements Coordinator(s) in setting up the room. Request an additional breakout for a technician workshop.
- Work with Conference Chair, Co-Chair(s), and Equipment Coordinator to ensure that any necessary equipment, e.g., laptop computers, projector, and screen, is available one hour prior to the Pharmacy Technician Forum; ascertain equipment needs of presenters
- Contact speaker(s), presenter(s) for the PCTB Review Workshop. Contact may be verbal or written. Verbal contact should be followed with a letter of confirmation. Be certain speakers/presenters are familiar with financial arrangements.
- Send a written letter of confirmation to all people who agree to speak or present at the Pharmacy Technician Forum.
- Send a final letter of confirmation to all presenters one month in advance. Include information on the specific location of their presentation; confirmation on supplied equipment; anything else that will help a presenter.
- Select pharmacy technicians to be volunteer facilitators, to introduce speakers/presenters and monitor rooms at Student Forum.
- Coordinate sending of follow-up "Thank-you" notes with ABHP President and conference chairs.
- Work with Conference Chair and Program Development Chair in sending email invitations to and information about the Pharmacy Technician Forum to the pharmacy technicians in the ABHP technician distribution database. Implement an online response survey to the Pharmacy Technician Forum.
- Identify and contact potential corporate sponsors for the Pharmacy Technician Forum.

- Ensure that the Pharmacy Technician Forum is evaluated.
- Provide a final report of the Pharmacy Technician Forum to the Program Development Co-Chair.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
CONFERENCE PROMOTION COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - A self-motivated, strategic thinker and problem-solver
 - Proficiency in Microsoft Office suite of products (Outlook, Word and Excel)
 - Database management
 - Excellent English communication (verbal and written) and exceptional communication skills with prescribed business etiquette at both personal and electronic levels in a multi-cultural, multi-level environment
 - Highly organized with great attention to detail
 - Excellent time management skills and ability to multi-task, analyze and prioritize projects
 - Keen awareness of the need for accuracy and consistency in data entry and administrative work
 - Experience in database entry and management, practical experience with meeting registration functions at the corporate, association or hotel (conference services level) a significant advantage

GENERAL RESPONSIBILITIES:

- Develop a target list of the local areas of the conference site.
- Identify opportunities and sources for providing information about the ABHP conference. Include professional and technical health care schools.
- Update the list of pharmacists, students, and pharmacy technicians in the local area.
- Compile a list of marketing and promotional items about the conference.
- Work with the conference chairs to determine what items will need to be purchased, printed, or developed.
- Identify and recruit additional volunteers as needed.
- Make arrangement to disseminate information and to speak to the local target market.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
ADVERTISEMENT COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Review and update the Association's advertising policy with the conference chairs, including the pricing policy and fee structure.
- Identify and recruit potential advertiser for the pre-conference and final program booklet.
- Coordinate online advertisement with e-Healthcare Solutions for the website and the Newsletter.
- Identify and recruit additional volunteers as needed.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
SPONSORS AND SPONSORSHIP COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- In collaboration with the conference chairs, identify all the sponsorship opportunities for the conference.
- Identify and recruit the sponsors for various conference opportunities and activities.
- Identify and recruit additional volunteers as needed.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators.
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
PRE-CONFERENCE EVENTS COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- In collaboration with the conference chairs, develop a partnership with PhRMA to sponsor the pre-conference event.
- Consult with the MCPC Chair, Program Development Co-Chair, Locar Arrangement Coordinator, and Equipment Coordinator to determine the setup needed for the event.
- Consult with the sponsor to determine all that is needed to host the event.
- Work with the Media and Publicity, and the Conference Promotion Coordinators to announce and promote the event. Identify and determine the local media, press, and promotional target groups to provide information about the event.
- Identify and recruit additional volunteers as needed.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
INTERNATIONAL ATTENDEES COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- Update the email list of international invitees.
- Arrange and send email invitations and announcements to international invitees.
- Work with the Hospitality Coordinator to assist with coordinating the VIP and International Reception.
- Assist the Local Arrangement Coordinator for providing a tour for the international registrants.
- Contact and work with the Convention Bureau for providing assistance and hospitality for the international registrants and guests.
- Identify and recruit additional volunteers as needed.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
SATELLITE SYMPOSIUM COODINATOR**

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists. Reports to the MCPC Chair

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Committees desirable.
- Desired Characteristics:
 - Related experience in other organizations
 - Experience with asset management programs preferred
 - Excellent organizational skills
 - Superior verbal communication and personal interaction skills
 - Proven track record pitching to and building relationships with conference planners, clients, and hotel management
 - The ability to effectively communicate with a broad range of audiences, clients, and potential sponsors and inspire action
 - Proficient with Microsoft Office suite
 - Experience independently managing projects from inception to completion
 - Ability to juggle multiple projects with changing priorities in a dynamic, deadline-driven environment
 - A self-motivated, strategic thinker and problem-solver

GENERAL RESPONSIBILITIES:

- In collaboration with the conference chairs, develop a list of potential sponsors who have individual packaged symposium.
- Recruit the sponsors to present the symposium a the ABHP Minority Health Conference and Annual Meeting.
- Identify and recruit additional volunteers as needed.
- Attend regular planning meetings with the MCPC Chair, Co-Chairs, and conference coordinators..
- Present progress of conference plans and highlights at the program planning meetings.

APPENDIX

APPENDIX A Letter of Invitation to Presenters

Association of Black Health-System Pharmacists
2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

October 12, 2009

Address ??????

Dear Dr. ???:

The Association of Black Health-system Pharmacists (ABHP) would like to extend an invitation to you to present at the 2010 ABHP Minority Health Conference and Annual Meeting. The conference will be held May 21-23, 2010 at the Renaissance Houston Hotel, Houston, Texas. Although the conference has several objectives, it provides a forum to learn and discuss barriers facing healthcare providers, patients and the communities where they live and serve. The goal of the conference is to increase recognition and awareness of the critical minority health issues that affect diverse populations and various communities.

It is our hope that your presentation will give greater visibility to the effort to address and raise awareness of minority health care issues and disparities and to the roles that all health care provider can play in this endeavor.

The presentation is scheduled for ???????.

As part of continuing education accreditation, we are requesting that you provide an updated copy of your CV and a list of 3 -5 objectives for your presentation. These can be sent via email to secretary@myabhp.org.

You are welcomed to participate in the entire conference. Although nurses and physicians are invited, it is anticipated that the audience will be primarily pharmacists, pharmacy residents and students.

Additional information about the conference and the ABHP can be found by visiting the ABHP website at www.myabhp.org and conference information at <http://www.myabhp.org/ABHP2009.htm>

Basic audio-visual equipment will be made available for you including a lectern, microphone, and computer. Please let me know any other needs that you require including honoraria. I look forward to your response.

Sincerely,

<President>

APPENDIX B

Letter of Invitation to Key Note Speaker

Dear:

The Association of Black Health-system Pharmacists (ABHP) would like to extend an invitation to you to present the keynote address at the 2008 ABHP Minority Health Conference and Annual Meeting. The conference will be held May 16-18, 2008 at the Atlanta Marriott Marquis, Atlanta, Georgia. Although the conference has several objectives, it provides a forum to learn and discuss barriers facing healthcare providers, patients and the communities where they live and serve. The goal of the conference is to increase recognition and awareness of the critical minority health issues that affect diverse populations and various communities.

It is our hope that your address will give greater visibility to the effort to address and raise awareness of minority health care issues and disparities and to the roles that all health care provider can play in this endeavor.

The Opening Session address is scheduled for Friday, May 16, 2008 from 1:00 PM – 2:45 PM. It is not expected that you have to use the entire time allotted. However, the time is available to you should it be required. There are no other sessions or food functions scheduled at this time and you will not be expected to stay and participate in a question and answer session or a panel discussion after the address. You are more than welcome to participate in the entire conference. Although nurses and physicians are invited, it is anticipated that the audience will be primarily pharmacists, pharmacy residents and students.

Additional information about the conference and the ABHP can be found by visiting the ABHP website at www.myabhp.org and conference information at www.ashpadvantage.com/ABHP2008/

Basic audio-visual equipment will be made available for you including a lectern, microphone, and computer. Please let me know any other needs that you require including honoraria. I look forward to your response.

Sincerely,

<President>

APPENDIX C

Confirmation Letter to Presenters

Association of Black Health-System Pharmacists
2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

Dear (presenter):

We are pleased that you have agreed to present at the (date) ABHP Minority Health Conference and Annual Meeting on (subject) at (location). It is expected that approximately (#) people will be attending your session.

As we discussed in our phone conversation, ABHP will (include a note here about financial arrangement pertaining to how much, if any, of the presenter's expenses will be covered).

I've attached a file of the Session Information Form and the Equipment Request Form for you to complete. Please print your name on the Session Information Form exactly as you want it to appear in the program brochure. Include also a description of your presentation.

Complete the Equipment Request Form for any equipment you will need for your presentation. Return the forms by email by (date) to secretary@abhp.org.

Thank you for sharing your expertise at the conference.

Sincerely,
(Name(s))
Conference Program Chair(s)
Address
Phone numbers

APPENDIX D

Session Information Form

Association of Black Health-System Pharmacists

2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

Name of Conference:

Conference Location:

Dates:

PRESENTER INFORMATION

Presenter's Name (as it should appear on the program):

Place of Employment:

Job Title or Description:

Business Address:

Business Phone:

Home Phone:

Fax Number:

Email:

Home Address:

Best time to call:

Bibliographic Information about Presenter

SESSION INFORMATION

Title of Session (as it should appear on the program):

Brief Description of the Session (as it should appear on the program):

Special needs to be considered when a room is assigned:

Name and address of local newspaper, administrator, school, and alumni association to whom you would like publicity information sent:

APPENDIX E

Equipment Request Form

Association of Black Health-System Pharmacists
2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

Name of Conference:

Conference Location:

Dates:

PRESENTER INFORMATION

Presenter's Name (as it should appear on
the program):

Title of Session:

Phone Number

Best time to call:

EQUIPMENT NEEDED

Computer

Projector - Slide

Printer

VCR

Microphone (specify type)

Other (specify)

Projector - Overhead

Screen

Table

Flipchart / Easel

Podium

APPENDIX F

Final Letter to Presenters

Association of Black Health-System Pharmacists

2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

NOTE: Appendix C includes a confirming letter to and Session Information Form to be completed by the presenter. Appendix D includes an equipment request form. A final letter within a month of the conference will inform the presenter of final details.

(name)
(address)
(address)

Dear (Name):

The date of the Fall MEMO Conference is fast approaching; registration as of (date) is approximately (number).

Your session titled (title) is scheduled for (date) at (time) in the (name) room. When you arrive at the conference, please check in at the registration desk where you will receive any final information needed for your presentation.

The equipment you have requested has been ordered and will be in the room for you. Please contact (Equipment chair) if the equipment is not as you ordered or if the equipment is not working properly.

>> [ADD THIS NEXT PARAGRAPH FOR SPECIAL GUESTS WHO WILL NEED TO BE MET AT THE AIRPORT, ETC.] <<

(Name) will be at the airport to meet you at (date/time) and will provide your transportation to (location).

We look forward to seeing you on (date).

Sincerely,

(Name(s))
Program Chair(s)
Address
Phone

Enclosure: Conference program
Directions/map to the conference site

APPENDIX G

Registration Form Suggestions On-Site

1. Be very specific in who pays what fees. It will be less confusing if the number of categories are limited to MEMO members and non-members.
2. Have a clear statement on late fees.
3. Have a clear statement on refunds.
4. Include a phone number and address for obtaining further information.
5. Do not print the registration form on the reverse side of a map or information pertaining to conference dates and times.
6. Ask registrants to include both work and home addresses and phone numbers.
7. Have a clear statement regarding attendance at just portions of the conference.

APPENDIX H

On-site Registration Procedures

1. Have separate places for those pre-registered and those registering on-site.
2. When pre-registered people are given their packet, inform them of special things in the packet (i.e. Banquet tickets, receipts).
3. Inform attendees of any special events to note, signs that have been posted, or any last-minute possible changes in the conference schedule.
4. People registering on-site should fill out the complete registration form. They should be given a receipt and informed of conference proceedings and events.
5. Give non-members a ABHP membership brochure and application.

Suggested Registration Packet Items

1. Complete program
2. Map of the facilities
3. Tickets for meals, i.e., Banquet
4. Name tags
5. Receipt
6. Brochures for local chamber of commerce or convention and tourism bureau
7. Brochures about ABHP, upcoming ABHP events
8. ABHP membership brochures for known non-members

Suggested Registration Table Items

1. Masking tape
2. Computer, printer
3. Labels
4. Felt tip pens, tagboard
5. Scissors, glue
6. ABHP membership brochure and application
7. Extra registration forms
8. Cash/change
9. Information about the conference facilities, places to visit in the area
10. Copy machine
11. Aspirin
12. Facial tissue
13. Blank paper
14. Message board
15. Receipt book

APPENDIX I

Moderators Letter of Invitation

Association of Black Health-System Pharmacists
2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

(Date)

Dear ABHP Member:

Your name was recommended as a Moderator for one of the (date) sessions at the ABHP Minority Health Conference and Annual Meeting.

A Moderator is responsible for:

1. Checking to be sure the room is properly prepared for the presenter(s).
2. Greeting the presenter(s) and assisting in setting up for the session, if necessary.
3. Greeting people who enter the room.
4. Introducing the presenter(s).
5. Assisting with distribution of handouts.
6. Assist in operation of equipment, if needed.
7. Keeping the session moving if it appears that too much time is being taken up by questions.
8. Informing the presenter when his or her time is almost up.
9. Handing out and collecting evaluation forms.

Please RSVP by email to secretary@myabhp.org by (date) whether you will be able to assist in this very important part of the conference.

Thank you for your consideration.

Sincerely,

(Session Moderator Coordinator)

APPENDIX J

Moderators Confirmation Letter1

< Date >

To: Moderators, Minority Health Conference and ABHP Annual Meeting

Re: Moderator Instructions and Script

From: <Moderators Coordinators>

Thank you for volunteering to serve as a moderator at the upcoming Minority Health Conference and ABHP Annual Meeting, May 16 - 18, 2008 in Atlanta, Georgia at the Atlanta Marriott Marquis. The enclosed script provides you with the information that you need to facilitate the session. Please take note of the following:

Visit the registration desk in the Marquis Ballroom foyer and pick up your conference badge *prior* to your assignment. Plan to arrive at your scheduled program **30 minutes** before the published start time of the program. The speakers will also arrive at this time.

An ASHP Advantage staff monitor will be assigned to each room to orient you to the podium and review any final preparations. If any AV issues arise during the program, the staff monitor will resolve them.

Each script includes a unique CE code for the session that must be announced during the program. Attendees will need this code in order to process CE for the session. Instructions for processing CE certificates are also included in the script.

As you listen to the program, prepare one or two questions to initiate the question and answer segment. Attendees may use the microphones to address questions to the speakers or write their question on a Q & A card. Staff monitors will collect these cards from the audience and hand them to you to read to the speakers.

Be sure to start and end the program as published. It is especially important to start the program at the scheduled time, regardless of the audience size.

Please call my cell phone at < Phone Number > if you have any travel delays that preclude you from completing this assignment. Thanks again for your assistance.

We look forward to seeing you in Atlanta soon!

APPENDIX K

Moderators Confirmation Letter2

Association of Black Health-System Pharmacists
2910 Kerry Forest Parkway, Suite D4-393 · Tallahassee, FL 32309 · (888) 834-0603

Dear ABHP Member:

Thank you for volunteering to assist with the ABHP Minority Health Conference and Annual Meeting by serving as a Moderator for one of the sessions.

Information about the session you will moderate will be in your folder at the Registration Desk. Included in the packet will be any biographical information the presenter(s) have provided, a script, session location and time, and evaluation forms. Also, please pick up the gift for the presenter at this time.

VOLUNTEER MODERATOR RESPONSIBILITIES:

1. Check in at the Registration Desk upon your arrival to pick up the evaluation packet and gift.
2. Arrive at the designated room 20-30 minutes early to check that the room is properly prepared for the presentation.
3. Greet the presenter(s) and offer to assist in setting up for the presentation.
4. Greet people as they enter the room and distribute the evaluation sheets.
5. At the appropriate time, quiet the group and briefly introduce the presenter.
6. Help with handouts.
7. Keep the session moving if it appears too much time is being taken up by questions.
8. Inform the presenter when his or her time is almost up.
9. Take photographs if requested by the speaker or conference committee.
10. At the close of the session, collect the evaluation sheets and place them in the envelope to be turned in at the Registration Desk.
11. Assist presenters in gathering their materials.
12. Contact the hotel Registration Desk in the event of a medical emergency.
13. Please return the room to the same order in which you found it for the next group.
14. If it appears that there are too many guests, explain to those coming in that we have used the largest rooms available to us based on estimated attendance. They may stand at the back of the room if additional chairs cannot be brought into the room.
15. Presenters have been given information about the estimated audience size and asked to bring their own handouts. A table will be placed at the rear of the room to accommodate such materials. Because many participants choose to slip in just to get a handout and leave, the presenter may wish to distribute handouts during the session.

Thank you for your participation.

Sincerely,

(Session Moderator Coordinator)

APPENDIX L

Moderators Script1

Good afternoon ladies and gentlemen, and welcome to the educational session "Impact of the Medicare Modernization Act: Challenges for Pharmacists." I am Dr. Alexander Wilson, Pediatric Clinical Specialist at the Levine Children's Hospital at the Carolinas Medical Center in Charlotte, North Carolina, and I'm pleased to serve as the moderator this afternoon.

This session has been planned by ASHP Advantage in partnership with the Association of Black Health-System Pharmacists. This session is supported by an educational grant from Amgen. It is supported by an education grant from (insert supporter name/s here). The conference is Please note that disclosures are listed on pages 15 and 16 in the front section of the handout book.

I hope you had the opportunity to see the announcements displayed on the screen as you entered the room. This session is accredited to provide 1.5 hours of continuing education for pharmacists, physicians, nurses, and nurse practitioners, and continuing education credit in pharmacy law. Instructions for processing pharmacy CE online are described on pages 2-3 of the CE Information section of the handout book. Instructions for other professions are on pages 4 and 5 of that same section. To process CE, all attendees will need the CE code for this session, which is 08582. Please be sure to complete the conference evaluation form, which is the very last page of your handout book; you'll be turning this in at the end of the conference. Your comments will be very helpful in planning future programs. If you are a physician, nurse, or nurse practitioner, please turn in your completed evaluation form at the registration table before you leave the conference to receive a preliminary statement of CE credit.

Please save your questions until the end of the program. You may pass completed Question Cards to the staff monitors or go to the nearest microphone to ask your question.

Let me now introduce Dr. Jerry Siegel. Dr. Siegel is the Senior Director for Pharmaceutical Services for The Ohio State University Medical Center and has been a pharmacist with the Medical Center for over 25 years. He is also Assistant Dean of Medical Center Affairs and Clinical Associate Professor at The Ohio State University College of Pharmacy.

Please join me in welcoming Dr. Jerry Siegel (3:50-5:00 PM).

The moderator will go back and sit in the audience, and Dr. Siegel comes forward to give his presentation. When he is done, the moderator will come forward to moderate question and answer period. If the speaker did not advance to the "Questions?" slide, the moderator should do so.

Thank you, Dr. Siegel. Now I would like to begin the question and answer portion of the program. Please pass completed Question Cards to the staff monitors. Or you can go to the nearest microphone to ask your question, if you wish. (ASHP Advantage staff will collect Question Cards and give to you. Please have a couple questions ready to discuss while staff is collecting cards or if there are no questions...) To start things off, I have a question...

CONCLUDING COMMENTS: (end by 5:15 PM) (Advance slides so that the CE code is displayed.)

Thank you for your attention, and thanks to Amgen for their support of this educational session. As mentioned earlier, the CE code for this session is 08582. Please record this in the grid on either page 2 or page 5 of the CE Information section of your handout book.

Thanks again for your attention, and enjoy the rest of the conference!

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FYI, here's the timing schedule:

3:45 p.m. - 3:50 p.m. - Welcome and Introduction (Moderator)

3:50 p.m. - 5:00 p.m. - Jerry Siegel

5:00 p.m. - 5:15 p.m. - Discussion and Questions

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APPENDIX M

Moderators Script2

Good morning ladies and gentlemen, and welcome the Student and Technician Forum: Career Development Pearls. I am Dr. Alexander Wilson, Pediatric Clinical Specialist at the Levine Children's Hospital at the Carolinas Medical Center in Charlotte, North Carolina, and I will be your moderator for the first half of this session. Co-moderating with me today is Dr. Christine Choo, Assistant Clinical Professor of Clinical Pharmacy Practice at St. John's University in Jamaica, New York and Clinical Pharmacy Manager of Internal Medicine at New York-Presbyterian Hospital at Columbia University Medical Center. We are both pleased to serve as moderators this morning.

This session has been planned by ASHP Advantage in partnership with the Association of Black Health-System Pharmacists.

Please be sure to complete the conference evaluation form, which is included in your handout; you'll be turning this in at the end of the conference. Your comments will be very helpful in planning future programs.

Alexander: Let me now introduce our first speaker, Dr. David Witmer. Dr. Witmer is the Vice President for the Office of Member Relations at ASHP in Bethesda, Maryland and is responsible for leading ASHP's membership development including ASHP's key membership communities such as membership component groups and state affiliates.

Please join me in welcoming Dr. David Witmer. (7:30-8:10 AM)

*Alexander will go back and sit in the audience and Dave comes forward to give his presentation. When he is done, **Christie** will come forward to announce the next speaker, and Dave goes back to his seat in the audience.*

Christie: As Alexander mentioned earlier, I am Dr. Christie Choo, Assistant Clinical Professor of Clinical Pharmacy Practice at St. John's University and Clinical Pharmacy Manager of Internal Medicine at New York-Presbyterian Hospital at Columbia University Medical Center. I'll now introduce our next speaker, Dr. Ellecya McCants. Dr. McCants is a Medical Science Liaison in Endocrinology with EMD Serono. Dr. McCants also serves on the Board of Directors for the Southeast Texas Biomedical Research Institute, as well as A Caring and Safe Place, a transitional housing facility serving HIV positive persons with a history of substance abuse.

Please join me in welcoming Dr. Ellecya McCants. (8:10-8:50 AM)

Christie will go back and sit in the audience and Ellecya comes forward to give her presentation. When she is done, Christie will come forward to announce the next speaker, and Ellecya goes back to her seat in the audience.

Christie: I'd like to introduce our final speaker, Dr. Lourdes Cuéllar. Dr. Cuéllar is Director of Pharmacy and Patient Safety Officer at Memorial Hermann – TIRR, in the Texas Medical Center in Houston. She is also adjunct clinical assistant professor at the University of Houston College of Pharmacy and University of the Incarnate Word School of Pharmacy in San Antonio.

Please join me in welcoming Dr. Cuéllar. (8:50-9:30 AM)

Christie will go back and sit in the audience and Lourdes comes forward to give her presentation. When she is done, Christie will make closing comments.

CONCLUDING COMMENTS : (end by 9:30 AM)

Thank you for your attention this morning. Before we adjourn, let me remind you that a refreshment break is scheduled immediately following this session in the foyer area.

The Closing Session is scheduled to begin at 9:45 a.m. in Marquis B. This presentation will describe practical strategies for communicating effectively with diverse populations in any practice setting. We hope to see you there!

FYI, here's the timing schedule:

7:30 a.m. – Welcome and Introduction (Alexander)

7:30 a.m. – 8:10 a.m. – David Witmer

8:10 a.m. – 8:50 a.m. – Ellecya McCants

8:50 a.m. – 9:30 a.m. – Lourdes Cuéllar

9:30 a.m. – Closing Comments (Choo)

APPENDIX N

Exhibitors Email Invitation

I want to extend to you an invitation and opportunity to exhibit at the ABHP Minority Health Conference: An Educational Conference for Health Care Professionals Interested in Multicultural Health Issues, May 21-23, 2010, at the Renaissance Houston Hotel Gateway Plaza. This conference is designed to educate health care practitioners about conditions that impact minority populations and their associated disparities, cultural differences to consider when developing treatment plans, new and emerging treatments for managing these diseases, and tools and strategies to improve outcomes for those at highest risk for poor health, including racial and ethnic minorities.

This multidisciplinary conference is expected to attract over 200 health professionals including pharmacists, nurses, nurse practitioners, physicians, medical residents, educators, and others. In addition to the exhibit program, the conference will include timely educational programming on managing diabetes, treatment of HIV, addressing healthcare disparities in colorectal cancer, effective treatment of depression in minority populations, enhancing patient compliance, women and men health disorders, and other topics. Visit <http://www.myabhp.org/ABHP2009.htm> for complete conference information.

Opportunities to exhibit and support this conference are available. Please visit <http://myabhp.org/documents/2010ExhibitorBrochure.pdf> for the exhibit prospectus and application for space. This conference will provide an excellent opportunity to network with your customers and learn how their daily practices are changing to meet the challenges in caring for these patients. We hope you will join us as an exhibitor or a conference attendee and look forward to seeing you there.

Kind Regards,

APPENDIX O

Exhibitors Follow-up Email Invitation

<Name>

I was asked us to follow up with you about an opportunity to exhibit at the Minority Health Conference: An Educational Conference for Health Care Professionals Interested in Multicultural Health Issues, May 16-18, 2008, at the Atlanta Marriott Marquis. This conference is designed to educate health care practitioners about conditions that impact minority populations and their associated disparities, cultural differences to consider when developing treatment plans, new and emerging treatments for managing these diseases, and tools and strategies to improve outcomes for those at highest risk for poor health, including racial and ethnic minorities.

This multidisciplinary conference is expected to attract over 200 health professionals including pharmacists, nurses, nurse practitioners, physicians, medical residents, educators, and others. In addition to the exhibit program, the conference will include timely educational programming on managing diabetes, prevention and treatment of VTE, addressing healthcare disparities in colorectal cancer, effective treatment of depression in minority populations, enhancing patient compliance, managing ACS, and other topics. Visit <http://www.ashpadvantage.com/ABHP2008/> for complete conference information.

Opportunities to exhibit and support this conference are available. Please visit <http://www.ashpadvantage.com/ABHP2008/sponsors.html> for the exhibit prospectus and application for space. This conference will provide an excellent opportunity to network with your customers and learn how their daily practices are changing to meet the challenges in caring for these patients. We hope you will join us as an exhibitor or a conference attendee and look forward to seeing you there.

Regards,

Exhibitor Coordinator

APPENDIX P

Past-Presidents Letter of Invitation

<Date>

To the Past Presidents:

Be assured that when I accepted the office of President, I did so recognizing all the contributions of those who have gone before me. Jacob Riis, the Danish-born journalist and reformer, once said:

"When nothing seems to help, I go and look at a stonecutter hammering away at his rock perhaps a hundred times without as much as a crack showing in it. Yet at the hundred and first blow it will split in two, and I know it was not that blow that did it - - but all that had gone before."

All of you have served as role models to the rest of us. During my term of office I came to realize that I am like the stone cutter who stepped up to take my turn at striking a blow against the stone of obstacles that face our Association. My work has just been an add-on to yours. Like Thomas Edison said, "I start where the last man left off."

The Executive Committee of the Association of Black Health-system Pharmacists (ABHP) would like to extend an invitation to you to attend the ABHP Past Presidents Luncheon. The Luncheon will be held Friday, May 16, 2008 from 12:00 PM - 1:00 PM during the ABHP Annual Meeting at the Atlanta Marriott Marquis in Atlanta, Georgia. It would be an honor for me personally to have you to grace our meeting with your presence. The ABHP owe so to all of you. The luncheon is just a small token of our appreciation for all the efforts you put forth to make this organization what it is today. Please let me know if there is anything I can do to make your attendance possible.

Additional information about the ABHP Annual Meeting and the ABHP can be found by visiting the ABHP website at www.myabhp.org and conference information at www.ashpadvantage.com/ABHP2008/

I look forward to seeing you.

Sincerely,

APPENDIX Q
Certificate of Attendance



CERTIFICATE OF ATTENDANCE

This is the certify that

Attended the 4th Minority Health Conference and Annual Meeting of
the Association of Black Health-System Pharmacists held in Houston,
Texas from May 21 - 23, 2010.

President
Association of Black Health-System Pharmacists

APPENDIX R
Certificate of Participation



CERTIFICATE OF PARTICIPATION

This is the certify that

Participated as a presenter at the 4th Minority Health Conference and Annual Meeting of the Association of Black Health-System Pharmacists held in Houston, Texas from May 21 - 23, 2010.

President
Association of Black Health-System Pharmacists

APPENDIX S

MATERIALS CHECKLIST FOR ACPE ACCREDITATION

DATE SECURED

1. Program Name: *Need as soon as possible (ASAP)* _____

2. Program Number: *Will be forwarded once items # 1, 4, 5, 6, 7, 8, 18 have been received.* _____

3. Credit Allocation: *Will be forwarded once items # 1, 4, 5, 6, 7, 8, 18 have been received.* _____

4. Program Date: *Need ASAP* _____

5. Co-sponsorship agreement: *Need ASAP* _____

6. Program Description: *Need ASAP* _____

Faculty:

7. Curriculum vitae/resume: *Need ASAP* _____

8. Learning objectives: *Need ASAP* _____

9. Presentation format: *Need 45 days prior to program* _____

10. Lecture outline: *Need 45 days prior to program (If possible)* _____

11. Conflict of interest statement (Disclosure): *Need 45 days prior to program* _____

Participants:

12. Registration information: *Need 45 days prior to program* _____

13. Blank Verification of participation: *Need 45 days prior to program* _____

14. Blank Learning assessment instrument: *Need 45 days prior to program* _____

15. Blank Program evaluations/summary: *Need 45 days prior to program* _____

16. Certificates: *Mailed to participant within one week after receiving completed learning assessment and program evaluation information* _____

17. Budget: *Need 45 days prior to program* _____

18. Draft of promotional literature/brochure: *Need ASAP* _____

19. Final promotional literature/brochures: *Need 45 days prior to program* _____

APPENDIX T

ANNUAL MEETINGS CONFERENCE POLICIES

- A. Complimentary registration (excluding meals) shall be provided for presenters of plenary sessions on the day of their presentation. This applies to both members and non-members.
- B. VIP passes may be made available to platinum, gold, silver, and bronze corporate sponsors. Other VIP passes may be given at the discretion and approval of the MCPC Chair.
- C. There will be a written letter of agreement for any general session or keynote speaker specifying the honorarium and expenses that ABHP will pay for the conference.
- D. Honoraria will not be paid to facilitators, moderators, introducers, or panel presenters unless such cost is structured into the conference budget initially.
- E. ABHP Members serving as facilitators, moderators, and panel presenters will be provided a one-day complimentary registration. Non-members serving the same role will be required to pay a reduced registration fee as determined by the MCP Committee Chair.
- F. For any conference sponsored by ABHP, the Meetings and Conference Planning Committee (MCPC) Chair will be responsible for submitting a summary report of the conference, within sixty (60) days, to the ABHP Board of Directors and members of the MCP Committee.
- G. All monies received and expenses paid for ABHP sponsored conferences shall be turn in to the ABHP Treasurer for a full accounting within sixty (60) days of the conference.
- H. At each Annual Meeting, the ABHP shall provide a hospitality suite with snacks and non-alcoholic beverages which will be available at no cost to the membership. Cost of this room will be structured into the Conference budget, unless otherwise sponsored a corporate partner.
- I. The MCPC will structure into the conference budget, one room for the conference chairperson. If there are co-chairs, one room will be provided with the co-chairs deciding how additional room expenses will be split. Two room may also be reserved for student volunteers with separate rooms designated for male and female student volunteers.
- J. ABHP shall not hold a conference on major religious holidays.
- K. The term "Minority Health Conference" shall be included in the title of the ABHP Annual Meeting. The conference shall be identified as the ABHP Minority Health Conference and Annual Meeting.

APPENDIX U
MEETINGS AND CONFERENCES PLANNING COMMITTEE
MEETING SCHEDULE

(Conference Call Code: (712) 432-0080 code 682232)

Monthly: Attend Board of Directors Meetings (live or phone conferences)
Monthly: Attend Meetings and Conference Planning Committee (live or phone conferences)
Annually: Attend Training/Orientation Leadership Meeting (ALOM)

January:

Board of Directors Meeting
21 MCPC Meeting

February:

Board of Directors Meeting
18 MCPC Meeting

March:

Board of Directors Meeting
18 MCPC Meeting

April:

Board of Directors Meeting
15 MCPC Meeting

July:

Board of Directors Meeting
14 MCPC Meeting

August:

Board of Directors Meeting
18 MCPC Meeting

September:

Board of Directors Meeting
15 MCPC Meeting

October:

Board of Directors Meeting
20 MCPC Meeting

November:

Board of Directors Meeting
18 MCPC Meeting

December:

Board of Directors Meeting
5 MCPC Meeting

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Pfizer Inc., Merck, and Takeda Pharmaceuticals North America, Inc., who provided educational grants to support programming at the Minority Health Conference.

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is also accredited to provide continuing education for physicians, nurses, and nurse practitioners (see pages 4-5 of the handout book for details).

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Please also note that disclosure statements are on page 15 of the handout book.

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(pronounced Ma-ree'-sa) (first speaker will begin the program with a discussion of)

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presentation). (Insert brief bio to introduce speaker).

Next, let me introduce (second speaker), who will describe (presentation). Insert brief bio of second speaker.

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Triplitt

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his

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Dr. Triplitt

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he will invite Dr. Soto to come forward to give her presentation, and he goes back to his seat in the audience. Dr. Triplitt can say something like...

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Please join me in welcoming (second speaker). (ins

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When Dr. Soto finishes, she sits down at the head table. Dr. Triplitt comes forward to join her at the head table, and the moderator comes to the podium to moderate the question and answer period

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last speaker ends, both speakers participate in Q&A. The moderator should stand at the podium to moderate

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