

## North Carolina Society of Medical Assistants Seminar Guidelines- January 2024

These guidelines are intended to help and guidance to those local chapters who have agreed to host an annual convention. Requests for additions and/or clarifications and suggestions for changes are welcomed by this committee. Thank you for helping to keep NCSMA a strong and vital organization.

<b>Fees</b>	<b>2</b>
<b>Logistics</b>	<b>3</b>
Seminar Site Task Delegation Door Prizes Hospitality Suites	
<b>Registration and Programs</b>	<b>4</b>
Registration Non registrants Printed Program	
<b>Finances</b>	<b>5</b>
Financial Management Donations Sponsorship	
<b>Continuing Education</b>	<b>7</b>
Educational Sessions Electronic Devices Speakers Leadership Session	
<b>Exhibitors/Vendors</b>	<b>8</b>
Exhibitors	
<b>Events</b>	<b>9</b>
Meals Breaks Optional Events	
<b>Honored Attendees</b>	<b>9</b>
NCSMA President NCSMA Physician Advisors	
<b>NCSMA Business Meetings</b>	<b>10</b>
NCSMA Board of Directors Meetings Invitation to Future NCSMA Meetings	
<b>Post-Seminar</b>	<b>11</b>
Appreciation Guideline Revisions	
<b>Appendices A-D</b>	<b>15</b>

## Fees

***Fees are set by the NCSMA Board of Directors and may NOT be altered  
or waived without permission of the NCSMA Board of Directors:***

<b>Members</b>	<b>Fee</b>	<b>Board Approved</b>
Registration	\$40.00	January 2024
Registration - if lunch provided	\$60.00	January 2024
Late fee	\$10.00	August 2004
<b>Nonmembers</b>	<b>Fee</b>	<b>Board Approved</b>
Registration	\$55.00	January 2024
Registration – if lunch is provided	\$75.00	January 2024
Late fee	\$10.00	August 2004
<b>Students</b>	<b>Fee</b>	<b>Board Approved</b>
<i>Students (not seeking CEUs) – if lunch is offered it may be purchased individually at the guest rate. Students seeking CEUS will be charged the member rate which includes lunch, if provided)</i>	\$10.00	August 2005
Late fee	\$10.00	August 2004
Online Registration (if offered)	<b>Fee</b>	Exec Council approved
The following statement will be added to the registration form: <i>If you choose to register online additional fees charged by PayPal will be added to the registration fee at the time of checkout. You will have an option to opt out before final checkout.</i>	Varies	January 2022
<b>Guests</b>	<b>Fee</b>	
<i>Guest tickets should be made available for lunch, if provided.</i>	TBD	
<b>Exhibitor Fees</b>	<b>Fee</b>	<b>Board Approved</b>
One day - Exhibitor fees will be set by the hosting chapter and shall not be less than \$75 and shall not exceed \$125. Once the fee is set by the chapter it will be the same for all exhibitors		August 2022
<i>(Exhibit fee includes one table, 2 chairs, listing in the program, and an opportunity to address the attendees if providing a door prize.)</i>		

## Logistics

### Seminar Site

NCSMA holds two seminars one Winter (usually held in January) and one Summer Seminar (usually held in August). Chapters wishing to host a seminar should submit a bid to the NCSMA Education Chairman. Once accepted the chapter with the successful bid shall select the dates and make the choice of hotel or other facility for this meeting.

The choice of location should be based on several factors:

- Hotel should have adequate space for educational sessions, exhibitors, Board of Directors meetings, any special events and adequate hotel rooms for anticipated attendance.
- Competitive bids should be obtained, when possible. This will insure obtaining the best location and facilities for the most reasonable rates.
- Hotels often offer incentives such as complimentary rooms for special guests, complimentary hospitality suites for the host chapter(s), special services, etc.
- Special pricing on meal functions and use of meeting rooms without additional charges may also be a consideration.
- Many hotels may offer the assistance of their professional meeting planners at no additional charge to the hosting chapter(s).
- The final choice of location will depend on the ability of the hotel to comply with NCSMA's desire to have the registration fee cover any expenses related to a meal (if provided).
- A detailed written bid/contract stating the total cost of meals, including gratuities and any other charges involved should be obtained.
- If the committee is unable to locate a site that can comply with the stated registration fee the Seminar Chair must present a request to the Board of Directors to increase the registration fee with a detailed explanation. Approval/Disapproval will be by a majority vote of the Board.
- The Seminar Chair should obtain a written description of any complimentary features and what special services or assistance the hotel will supply at no additional charge.
- A list of the charges, including taxes, surcharges, etc., for the cost of attendee rooms should be listed in writing for single, double, triple and quadruple room occupancy. This information should be listed on the registration form posted on the NCSMA website.

### Task Delegation

There are many different tasks in planning and hosting a successful seminar. These tasks should be delegated to various committees, so that no one member has a disproportionate share of duties. A Seminar Chair and Co-Chair are essential. Other committees you may wish to appoint are:

- Door Prizes
- Ditty/Goodie/Snack Bags
- Registration
- Exhibitors
- Meals/Breaks (if provided)
- Educational Sessions
- Printed Program
- Ways & Means (hosting chapter(s))

The number of members assigned to each committee and the total number and type of committees are up to the hosting chapter(s). Once the committees have been appointed a list of the various committees and the members of each committee should be distributed to each member of the chapter(s). Each member will then know whom to contact regarding any questions they may have

regarding a particular aspect of the convention planning. Each committee chair should keep the Seminar Chair and Co-Chair informed of their progress and/or any problems they may encounter.

Planning sessions should be held regularly. Minutes should be kept of these sessions and distributed to the Seminar Committee members, or at the very least, the Chair and Co-Chair.

Any matters that may need the approval of the NCSMA Board of Directors should be brought to the attention of the NCSMA President and presented to the Board at the earliest convenient Board meeting.

### **Door Prizes**

Providing door prizes to the attendees is at the discretion of the hosting chapter. Storage and distribution of the door prizes is at the sole discretion of the hosting chapter. Expenses related to door prizes are considered chapter and **not** seminar expenses.

### **Hospitality Suites**

Hospitality suites are often sponsored, in whole or in part, by companies who do not wish to exhibit. If sponsored in whole the billing from the hotel should be directly with the company. If in part, the sponsor should send the donation to the Seminar Chair and the hotel will bill the seminar master account.

Members should be informed of the location and hours of operation of the Hospitality suites.

Sponsors of the suites should be acknowledged to the members via a sign in the suite or by mention in the printed program or additional flyer in the registration packet.

## **Registration and Programs**

### **Registration**

Members should be assigned to staff the registration desk at all times.

Registration packets should include:

- Name tags - with the registrant's name, credentials, chapter, event/year (i.e. Winter Seminar 20XX)
- Seminar program
- other material you may wish to include about your area
- CEU registration sheet from AAMA
- meal tickets (if provided)

**Non-registrants**, including members, will be treated as guests and may purchase meal tickets, if meals are provided at the event, at the guest rate. As a guest they will not be entitled to the same privileges as a registrant. They would not receive a name badge, program, CEU sheet, welcome bag; attend any sessions, etc. They would be welcome to visit the exhibitors, ways and means, and attend NCSMA Board meetings and/or the House of Delegates.

NCSMA does not reimburse board members for registration fees for seminars or convention but does reimburse travel and one-half of the hotel costs associated with attending these events. The expectation is that the board member will register and attend these functions as they are representing NCSMA and are a role model for other aspiring leaders.

Goody/snack bags, containing promotional items that are donated to the convention, such as note pads, pens, etc. are optional. Many registrants find the items fun souvenirs to take home. These bags, if provided, are handed out to attendees as they register.

Registration forms, after program approval by the NCSMA Education Committee, should be made available on the website at [www.ncsma.org](http://www.ncsma.org), by emailing a copy to the Website Committee Chair.

Registration forms should include: (See sample in Appendix A)

- A listing of the educational sessions and other events for the entire convention
- Hotel information, including rates and a telephone number and/or website to make reservations. A reminder to members that hotel reservations are their responsibility including obtaining confirmations should be included.
- A complete breakdown of the registration fees and what is and is not included (i.e. meals, non-member, student, guest meals, special functions, etc.) including the late fee for those registrations received after the deadline date.
- Registration deadline date and the date after which no refunds will be sent.
- A form to be completed by the registrant, asking name, credentials, address, home and work telephone numbers, etc.
- Any designations that may be helpful to the registration committee, First Convention, Student, Delegate, Alternate, Current State Officer, Past President, Chapter President, etc.
- If the chapter chooses to use PayPal for online registration the following should be added to the registration form: *If you choose to register online additional fees charged by Paypal will be added to the registration fee at the time of checkout. You will have an option to opt out before final checkout.*

### **Printed Program**

The printed programs provided for the seminar should carry out the theme of the current NCSMA President. Costs of printed programs vary widely, based on several factors, including color, paper choice, artwork, length, etc. The design and formality of the program are the choice of the hosting chapter.

Printed programs should include:

- Agenda for each day – including any special functions
- Brief CV on speakers
- List of sponsors and exhibitors
- List of those companies or persons making any donations

## **Finances**

### **Financial Management**

One person should be designated to keep all financial items, (i.e. receipts, bills, checkbook, etc.) for the duration for the seminar activities.

A special bank account should be established by the hosting chapter(s) for the sole purpose of transacting the financial business of the seminar.

This special account should be kept open until the final financial statement and accounts have been reviewed by the Seminar Chair and Co-Chair. 80% of the profits shall go to the hosting chapter(s)

and the remaining 20% to the NCSMA. A check for 20% and a final financial statement should be mailed to the NCSMA Treasurer within sixty (60) days from the date of the seminar. A final report should be presented by the Seminar Chair at the next NCSMA Board of Directors.

If startup funds are needed, a loan, not to exceed \$250.00 may be requested from the NCSMA Board of Directors. This loan must be repaid, in full, prior to the final financial review of the seminar receipts.

Consult the NCSMA President whenever needed for advice regarding unusual circumstances or charges.

Refunds should be granted prior to the registration deadline at the request of the registrant. Refund requests received after the deadline should be accompanied by a letter of explanation from the registrant. These requests will be reviewed by the Seminar Chair and Co-Chair and granted or refused at their discretion.

If needed, the seminar chair will ask the NCSMA treasurer to supply a W-9.

If a receipt is needed a suggested form is provided below:

<p><b>20XX NCSMA Seminar Receipt</b>  <b>August 2-3, 20XX</b>  Tax ID# (obtain from NCSMA Treasurer)</p>
<p>Date: _____</p>
<p>Receipts of \$ _____ for educational seminar.</p>
<p>_____  Mary J. Smith, CMA (AAMA), Seminar Chair</p>

### **Donations**

Donations should also be solicited from the area healthcare community. Often hospitals, physicians, group medical practices, pharmaceutical representatives, etc. are willing to donate funds or services to help make the convention a success.

### **Sponsorship**

The American Association of Medical Assistants and its state societies are exempt under section 501(c)(6) of the Internal Revenue Code. Unlike 501(c)(3) bodies, 501(c)(6) associations cannot receive grants or charitable contributions that are tax deductible for the grantor or donor. However, 501(c)(6) corporations are permitted to receive "qualified sponsorship payments" from corporations and other entities. A "qualified sponsorship payment" is any payment by an entity engaged in a trade or business with respect to which there is no arrangement or expectation that such entity will receive any substantial return benefit other than the use or acknowledgment of the name or logo or product lines of such entity's trade or business in connection with the activities of the organization that receives such payment. Qualified sponsorship payments are generally deductible by the payer corporation as ordinary and necessary business expenses under IRS regulations.

State societies or component chapters that want to solicit corporate sponsorships should use language such as the following:

We would appreciate it if your company would sponsor our XYZ educational program. We have three sponsorship levels: Gold—\$1,000 entitles you to have your company's name, logo, and product lines featured prominently as a Gold Sponsor on promotional literature and signage relating to the event; Silver—\$750 entitles you to have your company's name and logo featured prominently as a Silver Sponsor on promotional literature and signage relating to the event; Bronze—\$500 entitles you to have your company's name featured prominently as a Bronze Sponsor on promotional literature and signage relating to the event. Please be aware that in soliciting and accepting such a sponsorship from your company, our association specifically: (1) does not engage in or allow the advertising of your company's products or services in connection with the event, including messages containing qualitative or comparative language, price information, or other indications of savings or value; (2) does not endorse such products or services; and (3) does not induce its attendees and members to purchase, sell, or use such products or services

Chapters having questions or concerns regarding sponsorship should contact the AAMA Executive Director.

## **Continuing Education**

### **Educational Sessions**

In keeping with the primary goal of NCSMA the Seminar Committee will strive to obtain a maximum number of Continuing Education Units (CEU) for the attendees of the seminar.

- Topics should be varied to include CEU in all categories (administrative, clinical and general).
- Once the education session topics have been chosen a registration form (showing the times of the sessions, the topic, the speaker and any other activities, hotel information, costs and registration information requested) and a short abstract of each topic (one to two sentences) should be submitted to the Chair of the NCSMA Education Committee for approval by the committee. For timely approval it is recommended that the registration form be submitted at least four (4) months prior to the seminar.
- The Seminar chair should be prepared to answer any questions regarding the proposed educational sessions posed by the Chair of the Education Committee.
- Once the program is approved by the Education Committee then AAMA CEU approval may be obtained. The Seminar Chair will be notified of the approval/disapproval by the Education Chair.

### **Electronic Devices**

Electronic devices should not be used by attendees during any sessions. Attendees should be instructed that devices may remain on, but should be turned to vibrate and that if they must answer an email, text or call, they should leave the session to reply.

### **Speakers**

Speakers should be consulted regarding any needs they may have to present their program. Needs may include, but are not limited to duplication of handouts, podium, type of microphone preferred, and any audiovisual equipment needed. A list of available equipment for rental from the hotel may be helpful as a checklist. The hotel may furnish some of this equipment at no additional charge. Other sources may also be available to meet the needs of the chapter in providing the necessary equipment (i.e. area schools, hospital, civic organizations) at little or no charge. Provide Lavalier microphones for speakers when available.

The size of the room and the seating arrangements should be in keeping with the speaker's needs.

One member should be the contact for the speakers. This will eliminate any duplication of effort and miscommunication. This member should be:

- responsible for introducing the speaker
- insuring that the necessary equipment is available and in working order, for the speaker's presentation
- for greeting the speaker upon his/her arrival
- obtaining and presenting a gift (not to exceed \$25.00) to each speaker
- extending the invitation to the speaker to attend a meal function depending on the time of the presentation

If the member assigned to the above courtesies is unable to perform these duties, then she/he should designate another member(s) to handle these responsibilities.

### **Leadership Session**

The Winter Seminar should include a leadership session. Emphasis for this session should be on the functioning and benefits of NCSMA, orientation of new members and advice and instruction for new chapter officers. The session should be structured to allow time for the chapter Presidents and Presidents-Elect to meet with the current NCSMA President, President-Elect and any Past Presidents in attendance. This session is not eligible for CEUs and should not be scheduled at the end of the seminar.

The Summer Seminar will include an informal informational session on NCSMA for interested members. This session will not require additional space or expense.

The Past Presidents Committee will be responsible for these sessions.

## **Exhibitors / Vendors**

### **Exhibitors**

Initial contact letters to potential exhibitors should go out one year prior to the seminar and should include: (See Appendix B for a sample letter)

- Dates and location of the seminar
- Information about NCSMA and the goals of our organization
- Size of space available, number of chairs, tables, access to electricity, etc. provided.
- Dates and times to exhibit and by what time setup is required. Suggested exhibit hours are from 8 am to 2 pm.
- If lunch is to be provided, a complimentary meal(s) should be offered to exhibitors. The Chair may choose to limit the number of tickets available to each company.
- Deadline for response.
- Guidelines for Exhibitors (See appendix C)

Follow-up letters should be sent to prospective exhibitors six months prior to the seminar with a stated deadline for response. Payment must be received with the completed response

A complimentary space may be awarded to any company, at the discretion of the Convention Chair, which provides services to the convention in excess of the cost of the space. Documentation of these services must be provided on the final report submitted to the Convention Analysis

Committee.

The names of the companies exhibiting and the representatives of those companies should be obtained. A packet should be prepared for each company that should include: a program, name tags for the representatives and any meal ticket(s).

At least one member should be assigned during the convention to act as a liaison by greeting and assisting the exhibitors.

Any exhibitor offering a door prize should be given the opportunity to speak to the attendees. Ideally this can be done when the door prize is awarded. Since exhibitors may wish to award door prizes at different times during the convention, the member assigned as exhibitor liaison should coordinate the awarding of door prizes with the Seminar Chair and Co-Chair.

Complimentary spaces for the NCSMA Historian and Ways & Means Committee are to be provided. Coordination of these spaces should be with the chairs of the respective NCSMA committees.

The current NCSMA President's chapter will be allowed space at the NCSMA Ways & Mean exhibit booth to offer the President's t-shirts for sale, if needed.

## Events

### **Lunch**

If lunch is to be provided, then the cost of lunch for guests should be noted on the registration form, so that members wishing to purchase additional lunch tickets can do so when they register.

Hotels or caterers will require a guaranteed number for each meal function. The seminar will be required to pay for this number, regardless of how many attendees actually participate in the meal function. Be sure to ask what percentage the hotel or caterer will prepare for over the guaranteed amount (to cover any last-minute registrants).

### **Breaks**

Breaks should be scheduled for the morning and afternoon. The choice of what to serve at the breaks is at the discretion of the hosting chapter. Attendees will not be charged an extra fee for the breaks. It is suggested that donations be solicited to cover the costs of the breaks. A member can be assigned to coordinate and solicit donations for the breaks. If the chapter locates a company that wishes to sponsor a break that company should be put in contact with the necessary hotel personnel to coordinate that break. If this is not feasible, then the company should pay the convention and the hotel will place the charges on the master bill.

Beverages and/or food at the breaks is NOT required. Because attendees are not charged an additional fee for breaks, the hosting chapter must carefully consider the cost of providing breaks. The chapter may elect to provide a goody/snack bags at registration to each member in lieu of serving food/beverages at breaks.

### **Optional Events**

Friday evenings are available for any special event the hosting chapter would like to plan. Charges

for these events should be stated on the registration form. Since these events are optional and are an additional cost to the participant, any minimum attendance requirements should be considered when planning and pricing these events. The details of the event and appropriate dress should be communicated on the registration form

## Honored Attendees

### **NCSMA President**

A special gift should be placed in the room of the President prior to her/his arrival.

The President's theme should be used whenever possible.

A complimentary room should be offered to the President when possible. The Seminar Chair should offer to make reservations for the President, even if the room is not complimentary. In the event a complimentary room for the NCSMA President is not provided, the hosting chapter may choose to consider the cost of the President's room a seminar expense. If not, the Seminar Chair will inform the President that the room expense will not be covered as part of the seminar. The President will then seek reimbursement as provided in the Reimbursement Guidelines for state officers.

The Seminar Chair should keep the President informed on all matters regarding the seminar.

The President is responsible for seeing that the NCSMA Officers are introduced to the attendees

### **NCSMA Physician Advisors**

The NCSMA President will write a letter to each physician advisor issuing a special invitation to the seminar and include a copy of the registration form. Since the Physician Advisors and their spouse will be considered special guests, the registration fee will be the same as for members.

A hostess should be appointed to greet and escort the Physician Advisors.

The NCSMA President should be made aware of the attendance of any Physician Advisors, so they can be recognized during the seminar.

## NCSMA Business Meetings

### **NCSMA Board of Directors Meetings**

There will be a Board of Directors meeting after the seminar at a date and time to be determined by the NCSMA President.

The board meeting will require a head table with seating for the NCSMA officers and AAMA representative and a podium for the presiding officer. The audio equipment will be supplied by NCSMA.

### **Invitation to Future NCSMA Meetings**

The Chair should allow time in the seminar program for an invitation to the next NCSMA meeting. The invitation should be made by the Chair of the seminar/convention or the hosting Chapter President and should be brief. The scheduled time will be at the discretion of the current Seminar

Chair.

### **NCSMA Committee Meetings**

Many NCSMA Committee Chairs utilize the seminars to hold their committee meetings. The Seminar Chair should announce at the beginning of the program that all committees needing to meet should provide her with the time and location of the meeting, so that she/he may announce those meetings.

Committee meetings held during the Winter Seminar are typically longer and more involved than those at the Summer Seminar, so adequate time must be allowed for these important meetings when planning the educational sessions.

Often the room used for the seminar educational sessions can be utilized for several committee meetings. If the room will not be available for our use after the educational sessions, this should be announced at the beginning of the program so that Committee Chairs can make alternate arrangements.

## **Post-Seminar**

### **Appreciation**

Letters of appreciation should be written immediately after the end of the seminar to all sponsors, contributors, speakers and any others who gave special assistance to the seminar (see Appendix D for a suggested letter). The Seminar Chair is responsible seeing this task is completed. This is an extremely important aspect of our continued good relationship with those who helped make our seminar a success by either donating their time, money and/or knowledge.

### **Guideline Revisions**

It is requested that the Seminar Chair and Co-Chair make any suggestions for changes or additions to the guidelines to the Guidelines Committee Chair during any stage of planning the seminar.

APPENDIX A - SAMPLE SEMINAR REGISTRATION



**NCSMA Winter Seminar**  
**Hosted by the Albemarle Area Chapter**  
**College of The Albemarle**  
**Elizabeth City, NC 27909**  
**January 20 – 22, 20XX**

**Friday, January 20, 20XX**

7:00 pm – 9:00 pm

Early Registration @ *Fairfield Inn & Suites*

**Saturday, January 21, 20XX**

7:15 am – 8:15 am

Registration

8:15 am – 8:30 am

Welcome and Announcements

8:30 am – 9:30 am

Kidney Diseases – *Greg Warren, DO*

9:30 am – 10:00 am

Break and Visit Exhibitors

10:00 am – 11:00 am

Leadership – *Kaye Acton, CMA (AAMA)*

11:00 am – 12:00 N

Community Care Plan of Eastern NC – *Huyla Coker, PharmD, RPh*

12:00 N – 1:30 pm

Lunch (on your own)

1:30 pm – 2:30 pm

Meaningful Use of Computers in the Medical Office –

*Donna L. Stevenson, BS, MA*

2:30 pm – 3:00 pm

Break and Visit Exhibitors

3:00 pm – 4:00 pm

Regulatory Guidelines for the Office – *Brenda Rosencrans, BS, MS*

4:00 pm

Final Announcements

TBA

NCSMA Board of Directors Meeting @ *Fairfield Inn & Suites*

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**Registration Form (Credentials Please)**

Name:	
Address:	
City, State, Zip:	
Chapter:	
Phone (H):	Phone (W):
Email:	

**Registration Fee: (Please check)**

<b>Members (NO LUNCH)</b>	<b>\$25.00</b>	<input type="checkbox"/>	<b>Non-Members</b>	<b>\$40.00</b>	<input type="checkbox"/>
<b>Students</b>	<b>\$10.00</b>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Late Fee (after 01-10-20XX)</b>	<b>\$10.00</b>	<input type="checkbox"/>	<b>Late Fee (after 01-10-20XX)</b>	<b>\$10.00</b>	<input type="checkbox"/>
<b>TOTAL Members:</b>		<input type="checkbox"/>	<b>TOTAL Non-Members:</b>		<input type="checkbox"/>

**REGISTRATION DEADLINE IS JANUARY 10, 20XX. NO REFUNDS AFTER JANUARY 16, 20XX**

MAKE CHECKS PAYABLE TO: NCSMA WINTER SEMINAR

MAIL TO: DEBBIE ANDERS, CMA (AAMA) HOME PHONE: (252)555-2648

106 NANNY DRIVE

EMAIL: wseminar02@gmail.com

ELIZABETH CITY, NC 27909

Room reservations may be made by contacting the Fairfield Inn and Suites, 1640 City Center Blvd., Elizabeth City, NC at (252)333-1003. Rooms are \$79.00. **Deadline date for room reservations January 7, 20XX.**

## APPENDIX A - SAMPLE EXHIBITOR LETTER

**Albemarle Area Medical Assistants**

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October 2000

Dear Exhibitor:

The North Carolina Society of Medical Assistants, an affiliate of the American Association of Medical Assistants, will be having its Seminar Saturday, October 6, 2001 at the Ramada Inn at Nags Head Beach in Kill Devil Hills, North Carolina. The Albemarle Area Chapter will be the hosts for this event.

The American Association of Medical Assistants is a tri-level, non-profit organization of medical assistants who work under the supervision of a physician. This includes those working in allied health fields.

We invite your company to exhibit at this state wide event. A space, with an eight foot table, will be provided at a cost of \$125.00. Since the spaces are limited, please respond as quickly as possible. This is an ideal opportunity for you to make contact with medical assistants from all over the state. You will be given a list of the attendees and their employers and you will be introduced to the assembled body. If you do not wish to exhibit, but would like to support our organization, a donation will be gratefully accepted and acknowledged to the attendees.

Exhibits will need to be set up and ready for display on Saturday from 8:00 am - 2:00 pm. A maximum of 2 complimentary lunch tickets will be provided.

Reservations will be accepted on a first come, first served basis. The attached form should be completed and mailed no later than **February 10, 2001.**

Sincerely,

Rebecca L. Smith, CMA  
Co-Chairman 2001 Seminar  
PO Box 3415  
Ant Hill, NC 27900  
WORK:(252) 555-3600  
HOME: (252) 555-2075  
email: cma@isp.com

\_\_\_\_\_ YES, our company would like to support the North Carolina Society of Medical Assistants by exhibiting at the 2001 Seminar.

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

email: \_\_\_\_\_

Our check for \$125.00 made payable to NCSMA Seminar is enclosed. Please reserve us a space. We will/will not require access to an electrical outlet for our exhibit. We understand that we will receive a confirmation letter upon the receipt of our check with details regarding setup dates and times.

\*\*\*\*\*

\_\_\_\_\_ NO, we are unable to exhibit at the NCSMA Seminar, however we would like to support your organization and we have enclosed a donation.

\_\_\_\_\_ \$50.00 \_\_\_\_\_ \$100.00 \_\_\_\_\_ \$150.00 \_\_\_\_\_ \$200.00 \_\_\_\_\_ \$\_\_\_\_\_

\*\*\*\*\*

CHECK PAYABLE TO: NCSMA SEMINAR  
MAIL TO: Rebecca L. Smith, CMA  
Co-Chairman 2001 Seminar  
PO Box 3415  
Ant Hill, NC 27900  
WORK:(252) 555-3600  
HOME: (252) 555-2075  
email: cma@isp.com

***Thank you for your support of our organization***

## APPENDIX C

### **North Carolina Society of Medical Assistants Guidelines for Exhibitors**

We welcome you as a supporter of our organization and have developed these guidelines to prevent any embarrassment to either yourself or our organization.

1. Each attendee will be asked to visit your display before and between the educational sessions. An ideal way to obtain valuable contact information is to offer a door prize that the attendees must fill out an entry form in order to be eligible to win. You will be offered a time to draw for this door prize during the meeting. The time should be coordinated with your contact with the hosting chapter.
2. If you are offering items for sale there are certain restrictions that must be followed.
  - a) As the term Certified Medical Assistant<sup>®</sup> is a registered trademark of the American Association of Medical Assistants it is not permissible to sell items with that term or the CMA logo.
  - b) You are also not allowed to use North Carolina Society of Medical Assistants or NCSMA on any of the items you offer for sale, since our logo is reserved for use only by our state society.
3. Your support is important to our organization and we welcome your comments. Please feel free to share your observations with the hosting chapter on how we can make your experience at our state meetings more worthwhile for you and your company.

**APPENDIX D SAMPLE APPRECIATION LETTER****Albemarle Area Medical Assistants**

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January 18, 20XX

Dear Contributor:

The Albemarle Area Chapter of the North Carolina Society of Medical Assistants, an affiliate of the American Association of Medical Assistants, would like to thank you for your generous contribution of \_\_\_\_\_ the NCSMA Seminar held January 15, 1986 at the Hotel NeverMore in Graniteville, NC.

Over 100 members and medical assistants from across the state of North Carolina were in attendance at this event. Your contribution was noted in the registration packet received by each attendee and was announced to the attendees.

Thank you again for your generous contribution and we appreciate your help in making the NCSMA Seminar an unqualified success!

Sincerely,

Joan Smithson, CMA  
Seminar Co-Chairman

cc: Lois Lane, CMA - NCSMA President  
cc: Peter Sumner, CMA - NCSMA President-Elect