

Dear Chapter Presidents:

Do you or someone in your chapter like to organize meetings or host a large party? Then your chapter is who I am looking for to host the 2017-2020 conventions. It is very important that we have a chapter or several chapters place a bid prior to the House of Delegates in April, 2015. Remember if no one comes forth then the president may appoint a chapter to host the convention. The President had to appoint a chapter to host the 2011 convention since no chapter stepped forward to host it. The Haywood Chapter did a great job hosting 2011. The Charlotte, Cabarrus and Union Counties, Forsyth County Chapter, The Alamance County Chapters all did a wonderful job with the conventions. I am sure that the High Point/Lexington chapters will do a super job with the 2015 convention. It is a lot easier the more time you have to plan a convention verses being appointed. Several chapter could go together to host a convention. We have 2015 planned as well as a bid for 2016. We need bids for 2017-2020.

A chapter hosting a state convention must have a Convention Chair(s), Education Chair, Financial Chair(Registration person), and any other chairperson to get the convention organized for a 4-day fun filled weekend. You must contact a hotel and reserve a block of rooms for the weekend. You must tell the hotel that you have less than \$135 dollars to spend on three meals per person, which include Saturday lunch, Saturday night Banquet, and Sunday Breakfast. THE MOST important thing to let the hotel know that this money MUST include tax and gratuity for each meal. Not everyone stays for meals, so if you have 300 to register only 225-240 may stay for lunch and less than that for dinner and even less for breakfast on Sunday morning. Saturday lunch will be the most attended meal.

Request that you be allowed to bring in your own audio and visual equipment. These are expensive to rent from the hotel. You may be able to get these items from your local community college, hospital, library or even pharmaceutical company representatives.

I am sure that other chapters that have hosted conventions, seminars will be happy to assist you in any way possible. They will be happy to answer any questions that you may have, JUST ASK. There are also convention guidelines to assist you.

You can get help from pharmaceutical companies, your local hospitals, DME companies,

Exhibitors, companies in your area that your office works with, your employer or other physicians may help sponsor your breaks. Getting lots of exhibitors (vendors) help with the cost. A state convention is a lot of hard work, but in the end it will be worth all the work. Hosting a state convention will get your chapter working together, you will get to know your members better and make lasting friendships. We have lined a hallway at one of the offices and filled goody bags from items donated by pharmaceutical reps, stuffed registrations forms as well as anything else that needed to be completed. National will send you all of your mailing labels.

Chapter presidents ask your members if they would like to host a convention and please let me know ASAP since it will need to be presented to the House of Delegates in April, 2015. I look forward to hearing from you soon.

I can be reached by email-ralphkeller@embarqmail.com. My home telephone # is 828-396-1527.

Please pass this information on if you are not the current chapter president. It is urgent that we have a chapter place a bid for the 2017-2020 state conventions prior to the House of Delegates in April, 2015.

Thank you,

Becky Keller, CMA (AAMA)

Convention Site Chair