**Planning an ACUARP Region Virtual Meeting**

* Meeting Date
  + Decide on potential dates for a 1- or 2-day event
  + Check with ACUARP to ensure dates do not coincide with other events
  + Choose date
    - Announce date to region members
    - Notify ACUARP EO and social media
* Develop Agenda – speakers/topics
  + Gather ideas from members, other region meetings, annual conference, vendors
  + Presentations can be 30, 60 or 90 mins
  + Request speakers provide 3 (60 min) or 4 (90 min) survey/polling questions in their presentation
  + Can do a ½ day session if the topic is big and group interested
  + Speakers can attend full/part day for free and receive CPE
    - If their presentation is no cost to ACUARP
  + 15 to 60 min breaks; 60 min lunch
  + Send final agenda to ACUARP to post with registration
    - Registration opens once EO receives dates/topics
* Speakers
  + Give specific date to have slide decks to you; at least 7 days prior to event
  + Tech Test – request ACUARP set up tech test in platform at least 3 days prior to event
    - Schedule tech tests with each speaker to ensure their understanding of the platform and process. Tests take about 10 mins – 1 or 2 days
    - Set up test slides and surveys in the test event
    - EO sets-up test session
  + Live event
    - EO sets up live sessions
    - Set up slides and surveys in the live event at least day before
    - Set up in order of agenda to avoid pulling up wrong slide deck or survey questions
    - Develop label theme: Day 1.1 (first presentation), Day 1.2 (second presentation), Day 2.1 (first presentation day 2), etc.
    - Use same label theme for surveys
* Virtual Meeting Day
  + Allow 5 mins for welcome and announcements
    - Annual conference info
      * CPE info – link sent out 2 days after; ACUARP submits monthly
    - Meeting evaluation info – link within CPE form
  + Introduce speakers – thank them at the end as well
  + End of event – thank everyone for joining

**Virtual Meeting Timeline**

**Five Months**

* Confirm meeting date/time
* Agenda - work on finding speakers
  + Use ACUARP vendors as much as possible, then reach out to your own contacts as well as other region and annual meeting presenters.
* Assign tasks to Coordinators as needed

**Three Months**

* Email topics to region members, “save the date”

**Two Months**

* Agenda should be final – send to EO so registration can open

**One Month**

* Check in with speakers, ensure they know date to have slides in
* Schedule tech tests

**Two Weeks**

* Slides due from Speakers

**One Week**

* Do you have slides from speakers?
* Send slides to EO
* Complete tech test with speakers – resolve any issues
  + Set up one presentation or test presentation with survey questions

**Day Before**

* Set up slides and survey questions in event platform

**Day of**

* Log on platform 30 mins prior to ensure working correctly
* Remember to RECORD each session

**Post Meeting Day**

* Send slides to ACUARP to post on website, if not done prior
* Send slides to attendees that are not ACUARP members