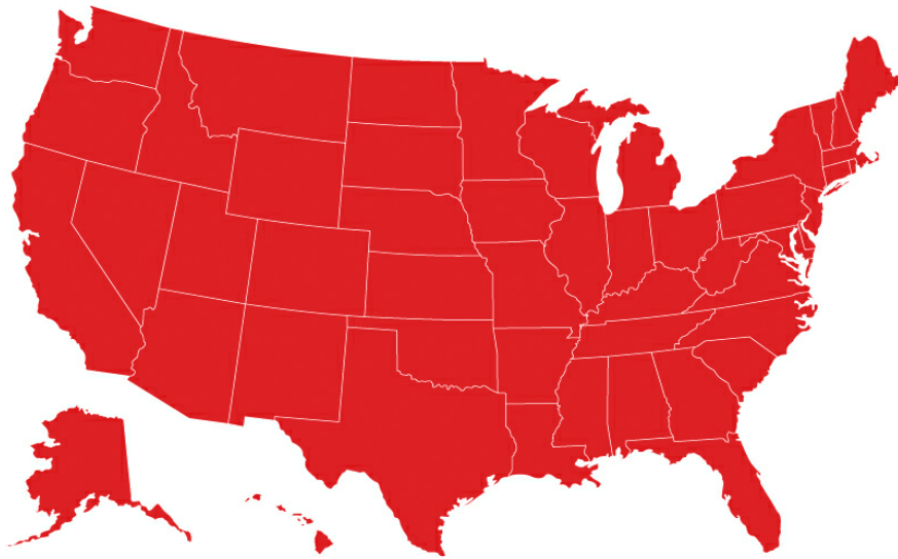


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# Interested in Hosting an **ahra** Area Meeting? *It's Easy!*

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Bring an AHRA FREE local area meeting to your area! These events are organized by volunteer members, like you, alongside AHRA staff. Not sure where to start? Take a look at the responsibilities and things to consider for hosting a meeting on this page.



The AHRA office handles logistics like registration, marketing, and CE tracking. We make it as simple as possible!

If you are interested in learning more about hosting an AHRA Area Meetings, please reach out to Jillian Nanof at: [jnanof@ahra.org](mailto:jnanof@ahra.org) or 978-443-7591

[www.ahra.org](http://www.ahra.org)

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## Date and Location

Decide when and where the meeting should be held! Find out if your facility has a space large enough for 30-50 people and a preferred caterer or one onsite.

Hint: Evening meetings featuring two to three educational sessions with time for networking and food/beverages have been known to work best.



## Sponsorship

Sponsorships (up to \$2,500) cover the costs that may incur, so that your facility doesn't have to and AHRA Area Meetings can always be free for attendees! If you have a vendor in mind, great! If not, the AHRA team can help you! We have vendor partners from all across the country interested in getting involved with AHRA meetings.



## Speakers and Onsite Logistics

Work with the sponsors to secure speakers, and take care of the logistics onsite (i.e. audio visual equipment, set up of meeting space, food, beverage, etc.).



## Communications

We ask that you invite non-members in your area to attend the meeting. Phone calls and email invitations to your network of colleagues are a must! AHRA will send multiple email blasts to our database of members/non-members in your area.



## Materials

Work with the AHRA team to coordinate meeting materials that will be shipped for the attendees and collection of CE credit information.