



AHRA Local Area Meeting Guide

Our goal is to make Local Area Meetings simple to plan and coordinate while providing an enjoyable experience for attendees, sponsors and hosts. We strive to provide quality education, CE credit, and networking opportunities for both member and non-member imaging professionals. The following steps will serve as a guide for coordinating Local Area Meetings. The AHRA office will provide support and guidance throughout. Contact Jess Harju, AHRA Director of Membership at jharju@ahra.org.

Step 1—Host (Timeline: 3-6 months in advance of the meeting)

The first step to establishing a meeting is recruitment of a leadership host. The host provides the venue (meeting room) and recruits people to work with the AHRA staff to coordinate the meeting.

Step 2—Venue (Timeline: 3-6 months in advance of the meeting)

The venue should be free to use and should not have restrictions that will interfere with the intended use. Hospital conference rooms/auditoriums with A/V equipment that can accommodate 25-70 people, food tables, and vendor tables are best. Hotels & restaurants can also be used – but are generally cost prohibitive. Important note* the attendance can be capped at the number of people the venue will accommodate.

Step 3—Select a Date (Timeline: 3-6 months in advance of the meeting)

When to hold the meeting is at the discretion of the host. Meetings have been most successful when held on Thursdays or Fridays during regular working hours (day time). Saturdays have also worked depending on the region and attendee preferences. Mondays are the least preferred according to surveys. Avoiding holidays and dates for other AHRA events is essential.

Step 4 – Presenters (Timeline: 2-4 months in advance of the meeting)

The sponsor will generally provide 1 speaker (sometimes 2), but the host should also identify speakers. Content is at the discretion of the host and sponsor. The AHRA office will accredit sessions through Rapid Review. The ARRT, who issues our CE credits for the sessions, requires that the speakers speak for 50 minutes minimum for a 60 minute session and 80 minutes minimum for a 90 minute session. This is important information to share with the speakers in advance. From the speakers, the AHRA office will need:

- Session title
- Session description (all session content must be vendor neutral)
- A timed-outline of the presentation (approximate time spent on each area)
- Learning objectives (bullets)
- Speaker resume/CV
- Brief speaker bio/introduction

Step 5—Save the Date (Timeline: 2-4 months in advance of the meeting)

Once we have established our speakers, session titles and the tentative agenda, we will send a “save the date” e-mail notification to members/non-members in the area.

Step 6—Logistics (2-3 months in advance of the meeting)

Please provide the address of the event along with the specific name of building/facility and the name of the meeting room (and any important wayfinding instructions) to the AHRA office. Also provide any campus maps and or applicable parking instructions.

Step 7—Agenda (1-3 months in advance of the meeting)

Please allow for a gathering & registration period (30-45 minutes). Include 15-20 minutes for AHRA business/presentation. Build in 15 minute breaks as needed between sessions. Lunch should be 45-60 minutes depending upon ease of access to the food. Encourage all participants to network with the vendors.

Sample Agenda Template

11:30-12:00	Registration
12:00 -12:15	Welcoming remarks
12:15 – 1:00	Networking Lunch
1:00 - 2:00	ARTIFICIAL INTELLIGENCE/3D PRINTING
2:00 – 3:00	REGULATORY UPDATE
3:00 – 3:15	Break
3:15 – 4:15	CONTRAST MANAGEMENT
4:15 – 5:15	JOINT COMMISSION NEW STANDARDS on FLUOROSCOPY

Step 8—Catering (<1 month in advance of the meeting)

You may cater through your hospital’s catering – or through an outside vendor/restaurant. Please get a few quotes to find the best price. Initially, plan for 25-50 people with the caterers; as the meeting draws closer, the AHRA office can give you a more accurate headcount. Please forward the invoices to Jess Harju (jharju@ahra.org) AHRA. Some vendors prefer to pay for the catering directly.

Step 9—Day of Items (AHRA will mail):

- Sign in sheets (one for EACH presentation)
- Badges/name tags for attendees
- AHRA tote bags

Make sure you have - tables and table cloths or covers for vendors (1 table per vendor), a table for food, a table for sign-in/registration, any literature from your facility you’d like to provide, pens for signing in, and sharpie markers for extra name tags.

Note to Hosts: Sign in sheets are specific to EACH session (i.e. each session must have its own sign in sheet for auditing purposes). Session sign-in sheets MUST be signed at the START of EACH session. These sheets are collected by the host and sent to Jessica Harju (jharju@ahra.org). CE credit will not be awarded to attendees who have not signed the session sheet. No exceptions will be made.