

OSHP Programming Committee Guide

Timeline	Board	Programming Committee
May - June	New board meets and <u>sets dates and location</u> for Fall & Annual mtg	
June-July	New president appoints programming committee and chair	
<i>The following can be used for planning Fall meeting (usually in October) and Annual meeting (usually in April)</i>		
3-4 months prior to meeting		Reserve <u>meeting site</u> (hospital, hotel, conference center, banquet center, etc.) Consider catering requirements for site when deciding on location. Also consider if food can be served in lecture room (i.e. buffet) or if separate room is needed for meals. Reserve sufficient space and pre-showcase access for set up for respective showcase with meeting. Also ensure adequate (preferably free) parking is available. Note: often a deposit will be request to reserve the location. <u>Send date announcement</u> to residency programs for res. showcase (Fall Mtg) <u>Send date notification & registration form</u> to vendors for vendor showcase (Annual Mtg, note most drug companies need 60 days notice for funding)
2-4 months prior		Reserve <u>catering</u> for meeting and select menu (typically provide continental breakfast, lunch, showcase snacks (plus alcohol at Annual Mtg))
2-3 months prior		Meet to discuss proposed ideas for <u>topics</u> Send initial notification/showcase registration (note: most pharmaceutical companies need 60 days notice to obtain funding)
2-3 months prior		Submit <u>grant</u> applications (Note: Many grants must be submitted 12 weeks prior to the meeting)
2-3 months prior	Board <u>approves agenda</u>	<u>Finalize agenda and confirm speakers</u> Email or mail letter of confirmation with deadlines for objective and handouts and guidelines for travel.

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2-3 months prior		Draft email posting <u>save the date announcement</u> including date, location, and general topics. Send to Staff Secretary for distribution to membership and webmaster (Ben Welch) for posting to website.
1-3 months	Board <u>approves budget</u>	Prepare and finalize <u>budget</u>
45 days prior		Submit <u>speakers, presentation titles, and learning objectives</u> to Sandy Warner (committee has had to assist in writing objective in past if speakers do not meet deadline or conform to requirements) [Note: there is an absolute deadline of 30 days prior to the meeting for Sandy to submit these items to ACPE. Materials requested at 45 days for college review process]
1-2 months prior		<u>Finalize brochure</u> . Send to board and Sandy Warner for final approval. Brochure should go out ideally 6 weeks prior and preferably not later than 4 week prior to meeting. Send final brochure to Staff Secretary for distribution to membership and Webmaster (Ben Welch) for posting to website.
1-2 months prior		<u>Assist in facilitation speakers travel</u> as needed (air, hotel, transportation)
1 month prior	Secretary request board member and committee annual reports (Annual mtg)	Reserve <u>AV equipment</u> (usually rent screen and microphone, Sandy Warner provides LCD and computer)
10 days prior	Secretary sends completed annual report to staff secretary for printing (Annual mtg)	<u>Deadline for slides/handouts</u> . Send to Sandy Warner for approval. Then send to staff secretary for printing unless other arrangements are made by committee.
1 week prior		<u>Confirm speaker travel schedules</u> and arrangements. Arrange for transportation of speakers to and from airport, hotel, and meeting location.
1 week prior		<u>Request meeting registration log</u> from Staff secretary
1 week prior		<u>Call site to confirm</u> and verify room set-up
1 week prior		<u>Call caterer to confirm</u> menu and provide head count
1 week prior	President prepares agenda for Business mtg (Annual mtg)	<u>Assemble meeting packets</u> (agendas, handouts, sponsor recognition, evaluation forms, Annual report (Annual mtg))

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Day before/day of		<u>Pick up AV screen</u> <u>Transport speakers</u> <u>Prep for speaker introductions</u>
Post-meeting		<u>Send thank-you letters to sponsors, speakers, and committee members</u>
Post-meeting		<u>Submit final budget to board</u>

Financial Guidelines:

- The objective of the meetings is to produce revenue for OSHP. At the minimum the revenue generated by the meeting should cover meeting expenses.
- Shop around to best price deals for site, catering, etc.
- A budget of the prior years meetings should be available from the treasurer as a guideline.
- OSHP is a 501(c)(6) tax-exempt organization. Tax ID # is 73-1043506. Ensure no tax is charged on various meeting expenses (e.g. catering).

Tips:

- The timelines above have been suggested by prior programming committees. In general, the sooner you start the better.
- Include President(s) and CE Administrator in committee emails and invite to committee meetings
- Meet in person at intervals throughout planning process. Past committees have experienced greater problems when things were conducted only via email.
- OU College of Pharmacy can usually provide resources to videoconferencing meeting between Tulsa and OKC for members to meet without requiring travel.

Resources:

OU Continuing Education Department:

- Provides ACPE accreditation for meeting and programming support
- Sandy Warner, CE Administrator, email sandy-warner@ouhsc.edu; phone: 405/271-6194
- Recommended to CC: Sandy on all programming committee communications. She can offer consultative advice for all stages of the program planning.

- Deadline requirements listed above for ACPE accreditation
- Attends meeting to assist with registration and meeting
- Prepares contract paperwork for speakers honorarium

Staff Secretary:

- Amy Williams, Email: Amy-Williams@ouhsc.edu; Fax: call first so it can be turned on (405) 454-4966;
Phone #s: Home (405)454-4966, Cell (405)301-6464, Work - Wed only (405) 271-6878, Ext. 47269,
- Mails/email meeting brochure
- Maintains registration log prior to meeting and can send you an updates upon requests
- Prepares name tags for meeting
- Orders printing of speaker handouts and agendas
- Attends meeting to manage registration and assists as needed
- Provides other support as needed and requested

Board Members:

- Approval of different stages of planning as indicated above
- Can assist as needed with programming
- There is a large supply of white OSHP folders available in storage that can be used for meeting packets. Any board member can assist with picking these up for the programming committee.

Past-Presidents:

- Can be utilized to transport speakers to-from airport, meeting, and hotel.

Prior Planning Committee Chairs:

- May be available to provide consultative advice for program planning. Contact information available through staff secretary.
- 2004-05 Mark Gales
- 2005-06 Holly Hoffman & Toni Ripley (Residency Showcase chaired by Mark Gales, Vendor Showcase chaired by Yvette Morrison)
- 2006-07 Nancy Brahm (Residency Showcase chaired by Mark Gales, Vendor Showcase chaired by Yvette Morrison)
- 2007-08 Kimi Vesta & Winter Smith (Residency Showcase chaired by Mark Gales, Vendor Showcase chaired by Chelsea Church)