

2019



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# Chapter Event Application Submission Guide

ACRP CHAPTER SERVICES  
[chapters@acrpnet.org](mailto:chapters@acrpnet.org)



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## Instructions for Submitting an ACRP Chapter Event Application

### Timeline for Application & Submission

Please use the following guidelines when submitting your event application (**and all required materials**) to ensure a timely approval.

- Webinar Replay/Online Conference Library Session
  - Live Speaker Events
- Effective December 1, 2018, chapter event applications must be submitted at least four (4) weeks prior to the date the Chapter would like registration to be open. A \$125 processing fee will be assessed for any application received within four weeks of the date the Chapter would like registration to be open.

*This only applies to events with full registration and/or marketing support. For those who are only requesting contact hour support with no need for other support (including creation of the event on the Chapter website), receipt within 4 weeks of the event is adequate.*

**NOTE:** Applications are reviewed in the order they are received. ACRP will do its best to accommodate late submissions but failure to adhere to this timeline will result in a \$125 review fee or potentially the rejection of your application.

### Contact Hours

All events require an application, whether they include ACRP contact hours or not. Continuing Medical Education (CME) and Continuing Nursing Education (CNE) are not available.

Standard ACRP contact hour pricing:

Membership Level	< 3 Contact Hours	3-5.9 Contact Hours	6+ Contact Hours
Chapter Member	Free	Free	Free
ACRP Member (No Chapter Membership)	\$15	\$25	\$35
Public (Non-Member)	\$30	\$40	\$50

## Requirements Based on Type of Event

### Webinar Replays/Online Conference Library Sessions



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While webinar replays and online conference library sessions have already been reviewed by ACRP, your chapter still must submit an event application. Please follow the instructions below for submitting this type of event for approval:

- Submit an [event application form](#) with information about the webinar and upload an [event flyer](#) (provided template contains all required elements. If using your own template, make sure all elements are included). You can upload the flyer directly to the form.
- In the “Additional Notes/Comments” section at the bottom of the form, indicate whether or not this will be one of your chapter’s complimentary webinars for the year.
- For webinars available for free to members, chapter leaders are responsible to purchase the webinar through the ACRP website and launch the event via their learning portal
- For webinars not available for free to members, please make a note in the Comment section of your event application stating which chapter leader’s learning portal you would like the webinar applied.

### Live Speaker Events

Please follow the instructions below for submitting this type of event for approval:

- Submit an [event application form](#) with information about the event and upload the following required materials at the time of submission
  - [Event Flyer](#) (provided template contains all required elements. If using your own template, make sure all elements are included)
    - Make sure to include a complete agenda with start/end times for the presentation and any Q&A so ACRP can accurately allocate credits.
    - Event flyer may not state that contact hours have been approved if they are not. See Formatting Your Event Flyer for appropriate language.
    - If you have a sponsor for your event, please include what they are sponsoring and a statement that the sponsor does not have any influence on the content of the presentation. The sponsor logo cannot be larger than the ACRP logo.
  - Signed [Conflict of Interest Form](#) from all speakers
  - Speaker(s) Bios/CV
  - ALL presentation materials (slides or outline if no slides, any handouts, etc.)
    - Include the learning objectives as a slide in the PowerPoint deck

*If you have trouble uploading your materials to the application form, you may send to [chapters@acrpnet.org](mailto:chapters@acrpnet.org) in a separate email however the application is still required.*

### Formatting Your Event Flyer

To ensure timely approval, the following information must be included within your event flyer:

- **Event Flyer** – the following information **MUST** be included on your flyer:
  - ACRP Chapter logo (do not use the generic ACRP logo)
  - Chapter name
  - Program title



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- Speaker information
- Date, time, location of event
- Brief program description
- Three (3) to five (5) [SMART learning objectives](#) for the program
- A complete program agenda
- Target audience
- In-kind Support and Unrestricted Educational Grants statements (if applicable):
  - This activity is provided by an unrestricted educational grant from (indicate name of company), (Logos cannot be larger than ACRP's logo)
  - In-kind support is provided by (indicate name of company) (Logo cannot be larger than ACRP logo)
- Registration information and applicable fees. Include the cancellation and refund policy as well as contact hour application deadlines
- The following contact hour statement: "XX Contact hours have been applied for through ACRP. Membership is not required for online registration/application of contact hours."
- Please include the following statement: "To receive contact hours: Purchase the contact hours, sign in at the registration desk and attend the program. After attending the event, log on to the ACRP website then navigate to "ACRP Learning Portal" to complete the evaluation **no later than** 30 days following the event and obtain the online certificate." **After 30 days, contact hours are no longer available.**

#### Additional Requirements

- Title and Learning Objectives must be consistent on all materials
  - Includes: event application, flyer, presentation, handouts (if any), COI form (from all speakers).
  - If a Symposium (or multiple presentations are being given), the event must have overall learning objectives
- Learning Objectives must provide a measurable outcome. For more information on writing learning objectives, check out our [learning objectives guide](#).

#### During the Event

- Collect Proof of Participation: (May be a sign-in sheet, or something proving participation)

#### Immediately After the Event

- **Excel Spreadsheet of Attendees (optional).**
- **Proof of Participation.** Please send the sign-in sheet (or other form of proof of participation) within 7 days post event. (Proof of participation is required to validate participation in a program.)

#### Additional Resources

Event Resources & Application section of the Chapter Resource Center ([acrpnnet.org/CRC](http://acrpnnet.org/CRC))

Includes:

- [Chapter Event Flyer Template](#)
- Chapter Event PowerPoint Templates
- [Writing Learning Objectives Guide](#)



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- [Sample Speaker Agreement](#)
- [Speaker Conflict of Interest Form](#)
- [Chapter Event Marketing & Communications Guidelines](#)
- [Sample Meeting Attendance Sheet](#)

*Approval will not be given until all materials have been received.  
Approval is required prior to online registration.*