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Planning Your First Informational Meeting

Organizing the smallest details well in advance will guarantee that your new chapter will host an informative and inspiring first meeting. The following tasks should be addressed prior to your event:

1. **Date, Time, Location** – Select a date so that you have time to choose a convenient location, arrange speakers and send out invitations to prospective members. ACRP recommends no less than three weeks.
2. **Invite Prospective Members** – Email an invitation to prospective members requesting that they attend your meeting. Include the date, location and time of the meeting. Emphasize in a few words how their participation in your chapter will benefit their business and the industry as a whole.
3. **Prepare a Written Agenda** – An agenda will help you identify and plan how the meeting will run and who will participate. Your ACRP Chapter Relations Manager is available to assist with the content of your meeting; contact chapters@acrpnnet.org.

Tips on the Chapter Meeting Agenda

- ✓ Welcome – a steering committee member should make welcoming remarks and introductions. Create a comfortable environment and set your guest at ease.
- ✓ Testimonial – Have a steering committee member discuss why an ACRP chapter is necessary. Make the discussion interactive. Ask the prospective members what challenges they face as clinical research professionals. Be prepared to illustrate how a local ACRP Chapter will help members with their everyday businesses.
- ✓ Presentation – Present ACRP’s membership presentation to illustrate the benefits of membership.
- ✓ Provide Refreshments – Providing simple refreshments and beverages helps to create a comfortable atmosphere.
- ✓ Chapter Structure – Discuss the chapter’s structure and plans for upcoming programs and events.
- ✓ Questions – Provide time for questions and networking.
- ✓ Ask Guest to Join – Distribute new member information and ask guest to sign them.
- ✓ Announce the next meeting date.