



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION
POLICY & PROCEDURES**

POLICY:	Program Planning – Annual Convention		
EFFECTIVE DATE:	July 1, 1997	REVISION DATE:	May 2011

Purpose: To provide guidelines in planning the program for the VHIMA Annual Convention.

Policy: The VHIMA is committed to identifying and promoting the skills needed to effectively provide the scope of services through quality education. The VHIMA will provide mentoring and education for its members and future professionals as a foundation piece for achievement of member and service excellence and information literacy.

Guidelines:

IMMEDIATELY FOLLOWING ANNUAL CONVENTION

1. A Program Chair will be selected by the incoming President by July 1st of each year.
2. The Program Chair will select a working team to carry out the program planning process.
3. Receive from predecessor, any correspondence and materials regarding the VHIMA Annual Convention including a tally of evaluation surveys & budget report from the previous convention.

AFTER STRATEGIC PLANNING

4. The Program Team will meet to discuss program themes and goals generated during the Strategic Planning session. Results from Exhibitor and Membership evaluations of the previous convention will be discussed.
5. Budgetary details will be confirmed with the Arrangements Team and the VHIMA Treasurer.

FOUR MONTHS BEFORE CONVENTION

6. The process of speaker selection should be shared by the team and should be completed prior to January 31st, if possible. Speakers will be selected based on excellence demonstrated through experience of the team or through references, convention goals and themes, VHIMA member educational and skill needs and budgetary constraints. *Note: Refer to the VHIMA Education Strategy and Plan when planning the program.*



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THREE MONTHS BEFORE CONVENTION

7. As each speaker is approved and selected, a written confirmation should be exchanged that addresses: Fees; Audio-Visual equipment needs; a speaker profile for the program; Title of the presentation; Handout needs; travel arrangements & cost, and any other identified topic.
8. Identify and confirm VHIMA members to present and to host the speakers.
9. Communicate with the Public Relations Chairperson to incorporate a slide show into the convention activities, if applicable.

TWO MONTHS BEFORE CONVENTION

10. Prepare a program schedule and include in the Registration packet.
11. When planning the schedule of events, make sure to include two breaks each session and lunches are 1 ½ hours in length. The program packet should include: List of Registrants; Evaluation Form; Continuing Education Form; Speaker Information; Schedule and location of events; Other Information as required. A Vendor Directory is also included.
12. Work with the Arrangements Chairman to prepare information for meeting Packet and Vendor Directory to be printed.

Items include:

- Welcome Message
- Acknowledgements
- List of Exhibitors in alpha order that includes company name, booth location, contact name and phone number.
- List of contributing sponsors
- Map of Exhibit area
- List of current Board members
- List of next year’s Board members
- List of Committee members
- Scholarship recipients
- Announcement of Next Year’s Convention
- Exhibitor Ads throughout Directory and/or Program



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13. A copy of the program from the convention will serve as the certificate of program attendance.

MONTH OF CONVENTION

14. If necessary, the Program Team may want to consider arranging for Display Boards that identify each speaker/session to be placed outside each meeting room.

15. Determine appropriate gifts for all speakers in accordance with approved budget guidelines and arrange for a team to coordinate purchase and wrapping.

16. Assign someone to be “Master of Ceremonies” in each room to open and close daily session, assure that the meeting schedule is maintained, make any announcements and assist with door prize distribution. This person will give each speaker a thank you card with their speaker’s gift immediately following their presentation.

Throughout Planning Year:

17. Collaboration with the Arrangements Chair is necessary throughout the process. It may be helpful to share a team member for continuity of information. Prepare updates for the Board meeting.

18. Provide all expense information to the Arrangements Chair who will prepare and continuously update the convention budget. Prepare updates for the Board meetings.

AFTER CONVENTION

20. Send convention speakers results of their program evaluation as requested.