



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

<b>POLICY:</b>	Registration Team – Annual Convention		
<b>EFFECTIVE DATE:</b>	August 1, 2004	<b>REVISION DATE:</b>	May 2011

**AT CURRENT ANNUAL CONVENTION**

1. The Registration Team Chairman should be selected by the incoming President by July 1<sup>st</sup>. attend Executive Board Meetings as a non-voting member. Obtain from predecessor, any materials regarding the Annual Convention including a tally of evaluations from the previous convention.

**FOUR MONTHS PRIOR TO ANNUAL CONVENTION**

2. Contact Advance Magazine, For The Record and AHIMA to inform them of the dates, times and location of the annual convention. Continue to promote the convention in the VHIMA Newsletter.

**THREE MONTHS PRIOR TO ANNUAL CONVENTION**

3. At least 12 weeks prior to the Annual Convention, develop a registration brochure to announce the convention and the theme. Also include: Registration Form, Proposed Program, Hotel Information, Directions to the meeting and a letter from the VHIMA President. **Note: Be sure to include in the proposed program, times of the speakers as well as the possible number of C.E.s to be obtained per day.** Also include information regarding the President’s Reception, Silent Auction and any other information available. Determine deadline for registration and include in registration brochure.
4. The brochure will be available on the website.
5. Select a gift item for the membership to receive at the annual convention check in and submit to VHIMA board for approval. Consider whether exhibitors will also receive a gift at the annual convention.
6. At least 9 weeks prior to the convention, contact the Membership Chairman to obtain an up-to-date membership list, which can be used to print labels.
7. At least 6 weeks prior to the convention develop and mail a post card to the membership announcing the opening and access to registration for annual convention. Submit postcard for inclusion on VHIMA website.



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

<b>POLICY:</b>	Registration Team – Annual Convention		
<b>EFFECTIVE DATE:</b>	August 1, 2004	<b>REVISION DATE:</b>	May 2011

**THE MONTH OF THE ANNUAL CONVENTION**

8. Receive registration forms and fees. Note: The Registration Chairman appoints someone on the Registration Team to receive registration forms and to keep a log of registrants. This individual will also collect payment and send the funds to the Treasurer on a weekly basis accompanied by an itemized list. In addition, this individual will provide a list of Registrants to be included in the Program Packet at the time of the convention. The list will include the Participant Name and Facility.
9. Develop a registration list to include a daily count of registrants, meal counts, concurrent sessions, etc.
10. Develop name badges for registrants and speakers. Information on name badges should include the registrant’s name, credentials, employer and VHIMA Annual Convention. Name tags may have ribbons to designate elected officers, or various committee members. Name tags should have unique identifiers for students such as a separate color or dot. NOTE: Be sure the information is large enough to read.
11. The Registration Team should prepare a schedule for when the registration table will be open. Registration begins morning of annual convention and is usually open at designated times each morning, during lunch and at break time.

**DURING THE CONVENTION**

12. Distribute packets, provided by the Program Chairperson to all Registrants which contain: Speaker information, Schedule, List of Registrants, Evaluation Forms, Silent Auction Information, Vendor Directory and other pertinent information. Lunch and door prize tickets will be distributed as well as the registrants’ gift.
13. Arrange for collection boxes for evaluations forms and name badges at the Registration table.
14. At least 30 minutes prior to the start of each day’s program, set up the Registration table to include convention packets, name badges, local restaurant listings, shopping area information, gifts for registrants, evaluation form box, receipt book, cash box and message board.



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

<b>POLICY:</b>	Registration Team – Annual Convention		
<b>EFFECTIVE DATE:</b>	August 1, 2004	<b>REVISION DATE:</b>	May 2011

- 15. Greet each registrant and distribute packets, gifts and name badges.
- 16. At the close of each registration session, secure all items.
- 17. At the end of the day, collect complete evaluation forms and secure with other registration items.
- 18. Money received during registration should be collected, itemized and given to the Treasurer at the end of the meeting.
- 19. Provide receipts for registration, as needed.
- 20. Follow up with registrants whose registration fees have not been received.
- 21. Provide the Registration Chairperson with a final registration count (# of registrants and fees collected) for the Annual Report.