**MEETINGS & EDUCATION**

*Filling out this form puts your chapter in the running to win in the Meetings & Education category of the 2024 ACR Chapter Recognition Awards. The information gathered in this form will be used to determine award winners for this category as well as the overall excellence category. Only work completed in 2024 will apply.*

Email

Name

Chapter Name

Position in Chapter

**EXECUTIVE COMMITTEE MEETINGS HELD**

*meetings held solely for chapter business and decision-making*

1. Provide a list of chapter executive meetings and attendance held in 2024. (10 points per meeting; max 4, potential of 40 points total)

**ALL MEMBER CHAPTER MEETINGS HELD**

*Applies to chapter annual, informational, educational or topical meetings held for general members or specific member subsets. Not to include executive committee meetings or committee and/or subcommittee meetings. Meetings may be open to non-members.*

1. Number of chapter meetings that included CME, held in 2024? (50 points per meeting; max 2, potential of 100 points total)

**CHAPTER MEETING DETAILS**

*Applies to chapter annual, informational, educational or topical meetings held for general members or specific membership subsets. Not to include executive committee meetings or committee and/or subcommittee meetings. Meetings may be open to non-members.*

1. How many of the meetings included a needs assessment for planning purposes? (10 points per needs assessment)
2. How many of the meetings included a member follow-up survey? (10 points per survey)
3. a) Check any marketing strategy used to promote the meeting(s). (10 points per strategy checked, 10 points for other strategies named below)
	1. Email
	2. Mail
	3. Chapter Website
	4. Chapter Publications
	5. Social Media
	6. Joint Promotion with Other Organizations
	7. Other

b) List strategies used and their impact on the meeting. (10 points per strategy named; 5 max, potential of 50 points total)

**OUT OF STATE CHAPTER MEETING ATTENDANCE**

*Applies when members attend out-of-state chapter meetings. Each out of state attendance will count as 10 points for in person and 5 points for virtual. Only ACR chapter meetings qualify. Chapters may not count ACR leaders who present on behalf of the ACR to be counted toward their out of state attendance.*

1. Number of members that attended out-of-state meetings in person.
2. Number of members that attended out-of-state meetings virtually.
3. Please list the name(s) of member(s) who attended out-of-state meeting:
4. Name of chapter meeting(s) attended:
5. Date and location of out-of-state meeting attended:

**CHAPTER MEETING SPEAKERS**

*Applies to chapter annual, informational, educational or topical meetings held for general member or specific member subsets. Meetings may be open to non-members.*

1. If you participated in the ACR Chapter Visitation Program, inviting a leader to speak at your meeting, please list the name of the speaker (max 10 points for answering)
2. a) If you invited additional ACR speakers to participate in your meeting outside of the Chapter Visitation Program, please list their name(s) (RLI Speakers or direct speaker invite paid for by the chapter) (5 points per speaker)

b) If your chapter had other ACR speakers who were NOT part of the Speaker Visitation program (RLI speakers or direct speaker invite paid for by the chapter), list those speaker names. (5 points per speaker)

**CHAPTER MEETINGS MATERIALS AND RESOURCES**

*Applies to chapter annual, informational, educational or topical meetings held for general members or specific membership subsets. Meetings may be open to non-members.*

1. a) What materials were developed for meetings in 2024? (check all that apply: 10 points for each type of material developed, 10 points per other type of material listed)
	1. Meeting Apps
	2. Marketing Materials
	3. Slide Presentations
	4. Videos
	5. Meeting Program / Agenda
	6. Presentation Handouts
	7. Educational Resources
	8. Other

b) List other materials developed and their impact on the meeting(s). (10 points per material named; 5 max, potential of 50 points total)

**ANNUAL CHAPTER CME**

*Applies to chapter annual, informational, educational or topical meetings for general members or specific membership subsets. Meetings may be open to non-members.*

1. How many total CME credits were offered at TWO of your 2024 meetings combined? (10 points per CME credit)