



ANNUAL CONVENTION HOST CHAPTER RESPONSIBILITIES

When your chapter's city and/or area is selected as the convention site, the following outlines the expectations from your local chapter:

- **Provide feedback on site selection:** This includes taking a site visit to help determine the most suitable hotel/conference center
- **Host Wednesday Evening Welcome Reception:** This includes securing Nigerian cuisine, venue and shuttle service
- **Produce Gala brochure:** This includes selling ad space, composing the content and finding a printer for final production
- **Sell Gala Tickets.** Promote sale throughout the community to anyone who may be interested in attending
- **Promote the Convention Locally:** To include local vendors, sponsors, community leaders including host city mayor and other relevant guests
- **Participate in convention-related conference calls with National**
- **Provide Welcome Greetings at opening sessions of the convention and at the gala**

Do not hesitate to inquire, email or call ANPA secretariat or the ANPA executives for questions

Thank you for hosting ANPA Annual Scientific Assembly and Convention



WINTER BOARD RETREAT HOST CHAPTER RESPONSIBILITIES

When your chapter's city and/or area is selected as the board retreat site, the following outlines the expectations from your local chapter:

- **Provide feedback on site selection:** This includes taking a site visit to help determine the most suitable hotel/conference center
- **Host Friday Evening Welcome Reception:** This includes securing Nigerian cuisine, venue and shuttle service
- **Recruit Local Attendees for the Board Meeting** (open to all ANPA members) *and the Saturday evening dinner*/program (open to guests); be sure to communicate expected numbers accurately to National in advance
- **Participate in convention-related conference calls with National**
- **Provide Welcome Greetings at the Saturday evening dinner**

Do not hesitate to inquire, email or call ANPA secretariat or the ANPA executives for questions

Thank you for hosting ANPA Annual Winter Board Retreat