

## AREA/REGIONAL EDUCATIONAL CONFERENCES GUIDELINES FOR PROGRAM

Area/Regional Educational Conferences are a partnering effort with the national leadership, the national office staff and the local leaders, for the purpose of providing additional continuing educational opportunities for members of APC and other cognate groups (NACC, ACPE, AAPC, NAJC and CAPPE). Funds are available, through the Empower the Local Leadership Plan, to assist with the financial commitments of those Area/Regional Educational Conference planning groups meeting the criteria.

### **Objectives:**

- To increase collegiality and continuing education opportunities in the local arena.
- To encourage those states where a strong education program is in place to be enhanced and broadened.
- To create an opportunity for states which do not have a strong education program to partner with others to develop on-going education opportunities.

### **Guidelines:**

1. The regional conference-planning group will meet the following criteria:

- Local Leadership, from participating states (i.e. State Rep, Membership Serv, Cont Educ, Advocacy, Area Certification Chair, et. al.), has appointed a conference planning committee, which includes representation from other cognate groups.
- The publicity for the conference is sent to the APC members of the participating states.
- The publicity for the conference is sent to other cognate group members in the participating states.

2. In conjunction with the APC office, the APC Rep-Area Implementation Coordinator will inform the local leaders of the acceptance of the conference/workshop for an APC Area/Regional Conference.

3. The conference planning committee will submit *Application for Accessing Financial Assistance* and *Proposed Budget for event* to receive a supplement of 10% of a conference budget or \$1,000. 00, whichever is less. Please open the [sample program](#) financial statements listed on the Area/Regional Educational Guidelines web page.

- The conference planning committee is required to send the actual conference financial statement to the APC office within 60 days of the Area/Regional Educational Conference.
- If the conference net revenue is greater than 10% of the proposed conference income, then the conference planning committee will return the excess revenue to the APC office up to the amount received for the Area/Regional Educational Conference, along with the required financial statement within 60 days.
- If the conference net revenue is less than 10% of the proposed conference income, then the conference planning committee **will not**

return any monies to APC office - only the required financial statement within 60 days.

4. The APC office will provide a consultant role in planning a multi-state education conference, which could include one that would be for more than one day, and require hotel and conference center facilities.
5. The APC office will provide a mailing list of the members of the participating states to the local conference planning committee.
6. The planning committee is responsible to plan for the conference to be financially self-sufficient.
7. The APC office could provide a short term financial resource if expenses need to be paid before the conference is convened.

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