

Regional Chapter Event Form

Please complete and return via email to aipnevents@aipn.org.



Timing: AIPN staff makes every effort to post requests as soon as possible, but because of other commitments, sometimes turnaround times may be up to 48 hours. Because of this, it is encouraged to submit your event at least 4 weeks out.

Emailing: AIPN will email an event notice to your region after submittal, and emails will be sent up until the event, or until maximum registrations have been met. If AIPN is not taking reservations, you must contact aipnevents@aipn.org when your event has hit maximum capacity.

Event Approval: All regional events must first have approval by the Regional Director. Please visit the AIPN website for a complete listing of all current regional directors.

Time, Date, Place - Please list the event time (start and end times); date of event; venue of event, including address or map details if applicable. Please use the following format below.

6:30 - 9:30 p.m. Tuesday, March 4, 2014; ABC Venue, 1234 Full Address, City, Postal code (if applicable), Country

Presentation Title and Description - To help market your event, AIPN needs a presentation title and short description of the event. If the event is a networking reception or has a networking element, please indicate if food and drink will be served.

Presentation Availability - If the speaker will have a power point/pdf presentation, you will need to obtain a signed copyright form from the speaker to share the presentation to attendees after the event (after 3 months presentation will be available to membership at large). A speaker agreement form will be sent to you or you may download one online via the "Regional Chapter Toolbox" page found on AIPN's website under "My Profile".

Speaker Name, Title and Biography - Please provide the speaker name, professional job title and attach a short biography in word or pdf format for all speakers.

Registration & Fees - Please indicate the fees you would like to collect for the event. Although fees are not required, it is encouraged to have at least a nominal fee to encourage attendance. All fees collected via AIPN's website are taken in US dollars ONLY. **Note:** If AIPN is taking registrations online, you MUST indicate when you would like registration closed, either by a date, or a maximum number of attendees.

Registration Type	Fee
Member	
Non-member	
Student	

AND

Maximum No. of Attendees	
Onsite registrations taken? (if so, AIPN can provide you with an onsite registration form for use)	
Date you need final registration list and email address of who should receive	

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Regional Chapter Event Form (continued)
Please complete and return via email to aipnevents@aipn.org.

RSVP - If AIPN is NOT taking registrations, please provide the contact details of the local person taking RSVPs.

Name	Phone No.	Email Address

Sponsors and Co-hosting organizations - Please list the exact name(s) of any sponsors or co-hosts of the event. Prior approval must be obtained by AIPN for co-hosting organizations. (Please see Article 22 in AIPN Policies.) Please attach the sponsor or co-host logos when emailing this form to AIPN. **Note** that sponsor/co-host logos will be put on the AIPN website announcement, but because of space limitations within email, logos will not appear in emails. Sponsor-company links will be used in emails. Please provide the sponsor company website or other link for use.

Sponsor or Co-host name	Sponsor or Co-host Web link (for email only)

Sponsorship Details

If you have secured a sponsor, please provide the details of the sponsorship agreement below.

Continuing Education Credits - Yes or No?

Please use this area to let the AIPN staff know if you applied for continuing education credit.

Yes	No

AIPN Promotional Materials - Yes or No?

Please indicate whether or not you need AIPN promotional brochures/event postcards sent to you for the event. Please provide shipping details and arrival deadline (if different from event date).

Yes	No

Shipping Details

Special notes - Please list any special instructions or notes that have not already been addressed.