



**AMERICAN ASSOCIATION OF
PHYSICIANS OF INDIAN ORIGIN
(AAPI)**

**CONVENTION MANUAL GUIDE
June 2010**

1. Introduction

This manual represents a compilation of the work of the past volunteer physicians who have hosted AAPI Annual Conventions, the collective wisdom of the AAPI leadership and the AAPI Executive Office professional staff. It is strongly recommended that any local convention committee undertaking the responsibility to host AAPI Annual Convention, study and follow the guidelines presented in this manual.

Convention should be in the best interest of the Organization. The ultimate responsibility of the outcome of the convention lies with the Executive Committee.

2. Purpose of the Convention

- To assess and chart the future direction of AAPI
- To facilitate educational and professional knowledge via CMEs
- Bring alumni, specialty organizations, local chapters, and individual members together
- To provide members with an opportunity to come together in fellowship, spirit of collegiality and renew old acquaintances
- Increase the membership
- Enhance substantial revenues for AAPI for future activities
- A forum to facilitate the interaction with organized medicine, Legislators, pharmaceutical and related industries

3. General Approach

- Selection of Convention Chair by the President at least one year prior to the planned convention
- AAPI Convention Advisory and Site Selection Committee Chair may periodically attend the convention meetings and appraise, advise, co-ordinate and inform the Executive Committee and the Governing Body

4. Responsibilities of AAPI Convention Chair:

- a. To prepare budget with the help of AAPI Treasurer and Convention Treasurer
- b. Follow the guidelines and recommendations provided in the convention manual
- c. Help the President appoint Co-Chairs for the convention from amongst the leaders of local AAPI chapters (3 or 4, one of which may be President-Elect)
- d. Appoint chair for each committee in consultation with the President. Convention chair to select 3-7 members of each committee with the help of committee chair
- e. Inform the AAPI Executive Committee and Governing Body about the progress of the convention from time to time
- f. Identify various activities and programs for the conventions based on current guidelines and past three conventions
- g. Present the audited convention account at the Fall Governing Body meeting immediately following the convention

5. Pre-convention Planning

1. Guidelines for site selection for AAPI Conventions

General Information:

1. The convention as per the Governing Body should be held once a year. It should be hosted preferably in the third or fourth week of June. Holding the convention during the second week clashes with Annual American Medical Association meeting, Residency starts from July 1st and also schools for the children are still open. Any exceptions should be approved by the Governing Body.
2. The site of the convention should be moved from one region to another, keeping in mind the catchment area and fiscal considerations. (North, East, West, South and Central)
3. Preferably no convention should be held in the same region in less than five years.
4. The most common source of obtaining the information about the city's facilities, tours, entertainment, transportation, and other attractions should be gathered from the Department of Tourism, Office of the City's Mayor, convention bureau and AAPI leaders in that particular City.
5. Site cannot be announced before evaluating the hotel and availability of the desired dates and review of hotel contract by AAPI attorney.

Essential Requirements:

1. The local organization should be a dues paid component member organization of National AAPI Chapters and should have adequate number of members to support a National Convention
2. All the contracts and the sponsorship agreements should be signed by the President and the Secretary
3. For planning purposes, the registration will be approximately 1500 members which totals to approximately 3000 attendees including the spouses and children
4. The host organization should have a proposal prepared and passed among their Executive Committee, and a formal invitation letter should be sent to the current President of AAPI and Chairperson of the Convention Advisory & Site Selection Committee at least one year before stating the intent to hold a convention
5. The Convention Advisory and Site Selection Committee may request the host organization to present a formal power point presentation, posters or promotional material from the host city Bureau of Tourism, if possible
6. The hotel hosting the convention should have at least 700–1000 rooms. The guaranteed room nights should be around 2400. Other hotels in the area and accessibility by the local people should be taken into consideration. Also, the hotel should have enough room for the following:
 - a. Ideally, a banquet hall with a capacity of 2000 – 2500 people. The minimum capacity should be 1800 people
 - b. Three to Four medium size rooms to accommodate 200–350 attendees for Continuing Medical Education Seminars
 - c. Additional rooms to hold AAPI General Body Meetings, various Alumni events, Women's Forum and Auxiliary
 - d. An exhibit area for various booths for approximately 150–200 spaces
 - e. Extra 5-7 rooms for AAPI Office, Media, Hospitality suites and other such activities
 - f. One pre-assigned room for 15-17 persons available for 24 hours for briefings by local group and AAPI executives

7. The location of the host hotel should preferably be conveniently located, and transportation to and from the airport should be relatively inexpensive.
8. Tentative hotel contract with availability of specified dates should be reviewed by the AAPI Executive Officers before approved by the Governing Body
9. Only a written contract signed by the AAPI President or the Secretary will be binding.
10. The hotel should allow an outside Indian caterer for at least 2 – 3 lunches and dinners
11. Marketing Prospectus and Booth maps should be published and available for distribution prior to September 30th for the next year's convention

2. Formation of Convention Committee

Convention Committees are as follows:

1. Alumni
2. Audio-Visual
3. Auxiliary
4. Banquet
5. Booths
6. CME
7. Communication & Operations
8. Decorations
9. Entertainment
10. Fundraising
11. Hospitality
12. Legislative
13. Registration
14. Souvenir
15. Youth/Children & Sports

3. Other Pre-convention Activities:

- Prepare a budget based on last 3 convention's income and expenses
- Review and implement suggestions from surveys during the convention the year before
- A draft contract should be available before the site is selected by the Governing Body
- Catering contract should be on bid basis, preferably with nationally reputed company. Main banquet on Saturday should be a sit down dinner. All lunches should be sit down.
- Establish a long term contract for Audio Visual since it will be economical and dependable
- An agency should be contacted to handle registration for convention. A long term contract may be sought to maintain consistency from one convention to the next.
 1. A local committee should oversee the proper working of the registration agency and answer any questions/concerns the agency may have.
 2. A pre-prepared registration package should include:
 - Convention Souvenir
 - Program Guide
 - Any promotional material
 3. Onsite registration and tickets should be sold at the registration counter **only by the credit card.**

- Identify the entertainment programs and award the contracts to the entertainment group/groups after due diligence and bids.
- Thursday evening should preferably be reserved for AAPI Charitable Foundation Dinner
- Potential dignitaries and invited guests should be identified early. Important guests may not be able to confirm until few weeks before the convention.
- The invitation letters should be signed by the AAPI President and/or the Convention Chair.
- Media requirements:
Mass Communication should start at least 6 months before the convention
The following media should be used:
 - a. AAPI Journal, fax and/or Email
 - b. AAPI web site/link
 - c. A special invitation should be sent to the local TV and newspapers, and national Indian Media for coverage during the convention.
 - d. Back cover of AAPI Resource Book
- Transportation for all the important dignitaries will be arranged by the local committee. The list should be prepared in consultation with the President. Transportation should be arranged to and from the airport for AAPI officers, Chair & Chair-Elect BOT, AAPI-CF Chair and Convention Advisory & Site Selection Committee
- Complimentary Rooms/Packages:
 - a. Suites should be provided for President, President-Elect, Chair BOT, Convention Chair
 - b. Upgrades to Executive Officers and Board of Trustees, based on availability
 - c. One day package and one room night for the Awardees
 - d. Budget for CME speakers should be allocated
 - e. President in consultation with the Convention Committee Chair will decide on the allocation of complimentary rooms
 - f. A separate list for all the packages and complimentary rooms should be prepared and should be preferably approved by the Executive Officers
- Prepare convention souvenir. Collect articles and messages well in advance. Recognize the AAPI Executive Committee, Board of Trustees, all the past Presidents of AAPI, past Chairmen of Board of Trustees, past Convention Chairs, Convention Team, Distinguished Guests and Awardees in the souvenir.

The local convention committee to meet:

- a. once a month until December
- b. twice a month until mid-May
- c. Once a week until one week before the convention
- d. Daily until the last day of convention
- e. Every evening with the committee members during the convention

1. During the Convention

- a. Location of the registration area
- b. Separate desk for Executive Committee, Board of Trustees, Governing Body, Past Presidents, Past Chair BOT, local group and non-physician volunteers for their badges and pre-prepared packages.
- c. Enough desks to distribute pre-prepared bags and information materials.
- d. Tickets for the event should be handed over to the delegates in person. Event tickets should be handed over and to be checked by the registrant before leaving the desk.

- e. Badges to identify Current EC and BOT, past Presidents and Chairs of BOT and local Convention Committee
- f. Arrange a help desk
- g. Two prominent booths, one for AAPI Charitable Foundation and another for Convention for the following year
- h. No registration fee for Patron Members until May 31st. Each Patron Member can register up to four additional members at no charge (for only unticketed events)
- i. All local committee physician members should be active members of AAPI

2. Activities

a. Wednesday: For leadership e.g. Executive Committee, Board of Trustees, Governing Body and Convention Committee. General membership may join.

- Arrival
- Registration
- Welcome dinner with AAPI Executive Committee, Board of Trustees, Governing Body and local convention committee.
- Recognition of local convention committee before or during dinner
- Low budget entertainment as organized by local convention committee

b. Thursday

- Yoga & Health (6.00 AM – 7.30 AM), Pranayama & Meditation (3:30 PM to 4:15 PM) if possible)
- Sponsors presentations (7:00 AM – 8:00 AM)
- CME (7:30 AM- 11:45 AM, including break)
- Committee Meetings:
 - Board of Trustees, Executive Committee, AAPI Charitable Foundation, (To be completed between 6:30 AM – 9 AM), Board of Trustees to meet before Executive Committee
 - Governing Body Meeting (9 AM – 11 AM)
- Inauguration of Exhibits (12 Noon)
- Inaugural lunch: May have brief sponsored talk, preferably in the exhibit hall
- Dinner and Entertainment (AAPI Charitable Foundation)
- Other activities
 1. MSR and YPS activities
 2. Recognition of AAPI Committee Chairs, Chapter & Alumni Presidents

c. Friday

- Yoga & Health (6.00 AM – 7.30 AM), Pranayama & Meditation (3:30 PM to 4:15 PM) if possible)
- CME (7:30 AM- 11:45 AM, including break)
- Executive Committee Recognition Lunch
- Women's Forum (2 PM - 3.30 PM)
- Alumni meetings (3:30 – 5:00 PM)
- Fashion show before dinner
- Dinner/Entertainment
 - Reception & Social hour (6:00 PM)
 - Previously assigned seats for all the tables. Guests should be seated by 7:30 PM Separate assigned seats for the Executive Committee, Board of Trustees, AAPI Charitable Foundation, Past Presidents, Past Chair

- Board of Trustees, Convention Committee, Chair of Convention Advisory & Site Selection Committee, invited guests and Press
 - Ushers and volunteers to direct the guests for seating
 - Security to be provided
 - Speeches (Strict time limit and MC needs to be identified by the President)
 - Dinner preferably starts at 8:00 PM followed by cultural activities
- Separate YPS/MSRF Dinner/Entertainment

d. Saturday

- Yoga & Health (6.00 AM – 7.30 AM), Pranayama & Meditation (3:30 PM to 4:15 PM) if possible)
- CME (7:30 AM- 11:45 AM, including break)
- Board of Trustees Recognition and Awards Lunch (12: Noon – 2 PM)
- General Body meeting (2:30 PM - 5:30 PM)
 - * Membership ID required along with voting card
- Gala Banquet
 - Reception, Social hour and Appetizers (6:00 PM)
 - Previously assigned seats for all the tables. Guests should be seated by 7:15 PM
 - Separate assigned seats for the Executive Committee, Board of Trustees, AAPI Charitable Foundation, Past Presidents, Past Chair Board of Trustees, Convention Committee, Chair of Convention Advisory & Site Selection Committee, invited guests and Press
 - Ushers and volunteers to direct the guests for seating
 - Security to be provided
 - Speeches (Strict time limit and MC needs to be identified by the President)
 - a. Convention Chair: 3 minutes
 - b. Outgoing President: 7 minutes
 - c. President Awardees
 - d. Exchange of Gavel
 - e. Incoming President: 5 minutes
 - f. Introduction of the Incoming Executive Committee
 - g. Guest of Honor: 7 minutes (to be notified in advance)
 - h. Additional speakers can be accommodated during dinner for 2 minutes each
 - i. Vote of Thanks: Host President
 - Dinner/Cultural Activities to start no later than 9 PM

e. Sunday

- Joint Executive Committee, Board of Trustees meeting: 7:30 AM
- Governing Body meeting: 8:45 AM
- Brunch: 9:00 AM - 12:00 Noon
- Meeting with AAPI Staff
- Past Convention Team to meet with the new Convention Committee in the morning

Post-Convention:

1. Volunteer appreciation lunch
2. Follow-up Letter of thanks to hotel, dignitaries, etc. by the Past President and the Past Convention Chair
3. Vendor satisfaction survey
4. To recognize the services of the host chapter, they should be awarded not less than \$5,000 and maximum of \$25,000
5. AAPI Charitable Foundation should be awarded not less than \$10,000
6. Audited Convention accounts should be presented at the Fall Governing Body

General Guidelines

1. Exhibits:
 - i. Charitable Foundation
 - ii. Number of Non-profit charitable organizations booths should be capped and actual expenses must be charged
 - iii. Availability of the non-profit booths should be reviewed and may be assigned one week before the convention
2. A separate podium for announcements etc., lounge with space for coffee, tea and meeting friends
3. Major Sponsors and Media Personnel should be assigned reserved seating during lunch & dinner
4. Raffles can be a good source for support to the Charitable Foundation. Items may be a car (in the exhibit area), complimentary airline tickets from various airlines and other items like IPADS, discount vouchers for the next conventions etc.