

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Spring Meeting Chairperson
TERM: One Year

- A. Initial Determinations
 - 1. City: Established by MHIMA Board and/or membership suggestion
 - 2. Date: Program Chair in consultation with MHIMA President
 - 3. Hotel & Convention Site: Established by Chairperson; President to review and sign any contracts.
 - 4. Vendor Coordinator: Established by Chairperson
 - 5. MHIMA may hold their meeting in conjunction with another healthcare association at the discretion of the Board.

- B. Hotel & Convention Site
 - 1. Assure adequate space in meeting rooms for sessions and vendor space for displays keeping in mind needs for AV equipment, electrical outlets, and telephone line access.
 - 2. Negotiate a reasonable rate for meeting rooms and a block of guest rooms (discounted from listed price).
 - 3. Request a complimentary room for the MHIMA President. If this is not honored, MHIMA will pay for the President's accommodations.
 - 4. The MHIMA President will sign all hotel contracts.
 - 5. Request an AV list from hotel. MHIMA will cover AV costs for speakers.

- C. Vendor Coordinator
 - 1. Notify vendors of date of convention as early as possible, preferably at least 6 months prior to meeting date. Reference previous year's attendance list. Consider using AHIMA's list of vendors as well.
 - 2. Booth fee will depend on sponsorship level.
 - 3. Coordinate needs of vendors such AV requirements, electrical outlets, etc.
 - 4. Arrange a time for vendor setup and determine location of each vendor.
 - 5. Notify program chair of vendors so that name tags can be provided
 - 6. Provide attendee list when vendors set up tables.

- D. Program Content
 - 1. May offer a Wednesday session with a special theme such as coding at an additional fee.
 - 2. Official convention to begin on Thursday morning and end by Friday at noon. Beginning and ending times may vary depending on content of convention.
 - 3. Arrange for an AHIMA representative to present an AHIMA update. Recommend locking in a speaker in the fall prior to the meeting. If possible, AHIMA representative can also be a speaker on another topic.
 - 4. Obtain membership input regarding session topics.
 - 5. Monitor budget for speaker expenses (travel, expenses, speaker fees).

- E. Agenda
1. Schedule meeting sessions to optimize CEs that can be obtained and meet AHIMA core requirements.
 2. Arrange for morning, lunch, and afternoon breaks.
 3. Incorporate time for attendees to spend with the vendors; also allot time on the agenda for the vendors to introduce themselves to the attendees (possibly at the end of the MHIMA business meeting or during lunch).
 4. Establish a time for a 1 ½ hour MHIMA business meeting.
 5. Establish a time for a 2 hour MHIMA board meeting on Wednesday during lunch.
 6. Notify members of meeting date and location as early as possible, preferably announce at fall meeting and in the fall newsletter. Provide draft agenda to President-Elect by February so that it can be published in the newsletter.
- F. Food/Beverage/Networking – cost of meals may be covered by registration or vendor sponsorship.
1. Arrange for continental breakfast Wednesday, Thursday and Friday mornings. If session ends at noon on Friday, consider a “heartier” breakfast; however, this depends on cost.
 2. Arrange for lunch on Thursday. Wednesday bonus session lunch is on the attendees own, allowing for 1.5 hours to accommodate.
 3. Arrange for afternoon break refreshments on Wednesday and Thursday.
 4. Option – Thursday after session “cocktail” hour offering hors d’oeuvres and cash bar. This may impact what is offered at Thursday afternoon break.
 5. Arrange for board meeting lunch on-site on Wednesday. Consult President on menu selection.
- G. Speakers
1. Arrange for an honorarium to the FORE Foundation on behalf of any speakers who do not charge a speaker fee and are an AHIMA member.
 2. Speakers who charge a fee for their presentation must provide their tax ID number before MHIMA pays them. MHIMA must then complete the 1099 at year end.
 3. Arrange for a member to introduce each speaker.
 4. Determine speaker needs for AV equipment and arrange for meeting these needs.
- H. Registration
1. Establish a reasonable convention fee. Students may be entitled to a FREE registration to the regular convention; however, Wednesday bonus session will be at a reduced rate. Consult the MHIMA president to establish fees.
 2. Non-MHIMA/AHIMA members will be charged a nonmember fee of at least an additional \$35 on the member base fee.
 3. Provide on-line the final agenda, convention registration form, hotel registration form with deadline and cancellation policy, and the total number of CE credits available.
 4. Registration information will available on MHIMA’s website and the MT CoP. Registration information is to be made available to members as

soon as possible, preferably 2 months in advance of the meeting date and must be posted 45 days in advance.

5. Cut off date for meeting registration is 10 days prior to the meeting. If registering after this date, there is a \$50.00 late fee assessed. Purchase orders (P.O.s) or credit cards are not accepted for payments for any registrations.
- I. Convention
1. Provide a registration table each day of convention and staff with volunteers.
 2. Offer a packet including agenda, meeting roster, local activities, marketing items, and handouts of meeting sessions if available.
 3. Provide a name tag for each attendee, speaker, and vendor.
 4. Develop an attendance certificate listing CE credits for each program part which is signed by the Program Chairperson.
 5. Develop and distribute a meeting evaluation form. Tabulate results and share with MHIMA President and next year's meeting chairperson.
 6. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.
- J. Miscellaneous
1. Committee chair(s) are encouraged to attend all board conference calls and stay in contact with the President and President-Elect during the planning process.
 2. Send out personal thank you cards to the speakers after the convention if a speaker fee was not charged (honorariums should be completed and mentioned in the card).
 3. Acknowledge all speakers and sponsoring vendors in the program.
 4. If possible, settle the hotel bill at the end of the meeting and have the Secretary-Treasurer pay at that time.
 5. Advertise to other related associations such as MGMA, MMA, AAPC, and neighboring CSAs. The Marketing Chair and CoP Facilitator can help with this task. AHIMA members will receive the MHIMA member registration rate.

Reviewed 8/06