Contact chaptersupport@apna.org to handle logistics for setting up your meeting. You will be assigned a point of contact, however, please note that there is a team of people waiting to provide support during regular business hours.

Once you’ve reviewed the below information please complete the online Event Planner: https://apna.wufoo.com/forms/apna-chapter-event-planner/.

**Things to keep in mind:**

**PLANNING**

**Event Contact**
Please assign one person as the contact. Receiving emails from multiple people only slows the process down. We will always copy the Chapter President on messages sent to the meeting contact.

**Contracts**
Please send all contracts or instruments requiring a signature through Chapter Support. Per the APNA Bylaws, only the Executive Director may sign a contract on behalf of APNA. Any chapter representative signing a contract without prior written authorization from the APNA BOD is acting outside the scope of their authority. This process is a part of the protection to you and your chapter that the Chapter Affiliation Agreement provides.

Forward unsigned contracts to chaptersupport@apna.org and we will be sure to expedite the review. The contact name on the contract should be the chapter contact. The organization and address should be:

American Psychiatric Nurses Association
3141 Fairview Park Drive, Ste 625
Falls Church, VA 22042

Please provide enough lead time to allow for suggested changes that might be advisable for the protection of the chapter and APNA.

Chapter Support can provide you with a Letter of Agreement (LOA) if you provide us with details of the agreement.

**Event Expenses**

**Speakers**
Terms and logistics that need to be considered when selecting a speaker are:
- Fee/honorarium
- Travel (flight up to $x, per diem, etc.)
- Hotel Arrangements
- A/V needs/requirements
- Expense submission to the chapter
- Cancellation / postponement of event

- For more complete details you may refer to APNA’s policy regarding Travel and Expense Reimbursement. An Expense Form has been created for the speaker (or any other person...
Remember to contact the Chapter Support Team with any questions!

chaptersupport@apna.org