BUSINESS MEETING POLICY

Section, SPIG, Caucus and Forum business meetings are meant to provide an opportunity for APHA components to conduct business and engage members. Annual Meeting registration allows all attendees to participate in business meetings at no additional cost. At no time can a registration fee be charged by APHA Sections, SPIGs, Caucuses and Forums to individuals attending a business meeting.

Business meetings cannot be used to schedule workshops or scientific sessions with speaker presentations.

Business meetings cannot be more than 90 minutes long unless approved by APHA’s Deputy Director of Membership Services. Alternatively, components can hold two business meetings back-to-back, which allows for a longer period of time to work with. No more than two business meetings can be held back-to-back.

SOCIAL HOUR POLICY

Evening social hours can be scheduled during the APHA Annual Meeting on Saturday, Sunday, Monday or Tuesday. There must be sufficient Section/SPIG funds to support these social events. APHA member groups may not charge for social events, nor can monetary “contributions” be collected on-site.

On Saturday and Sunday, there are no restrictions on start times.
On Mondays, social hours can begin any time after 6 p.m.
On Tuesdays, social hours can begin any time after 6:30 p.m.

It is suggested that receptions not extend beyond 9 p.m. However, long events can be scheduled with approval from APHA’s Program Planner.

OTHER FOOD AND BEVERAGE EVENTS

In addition to standard social hours/receptions, components may also schedule breakfast, lunch, or dinner events. Food and beverage charges for these events must come out of Section/SPIG funds. If you do not have sufficient Section/SPIG funds you may ask APHA to manage these events as ticketed functions. APHA convention staff would then do all the planning from menu selection to ticket sales to final guarantees. However, in order to sell tickets and manage these events, they must be included on the Annual Meeting registration form, so you must confirm with APHA by the end of April that you want the event to be a ticketed event. Please contact Donna Wright (donna.wright@apha.org).

APHA member groups may not charge for catered events or collect money on-site. If your component would like to raise money to support your social hours or food function, please work with Holly Grosholz (holly.grosholz@apha.org) to identify the best avenues available for fundraising. Member groups may not open any PayPal accounts, nor can they require registration fees for any events taking place at the Annual Meeting properties.

WORKSHOPS

Member groups looking to host an in-depth discussion on a particular topic can submit an application to host a Workshop. Individuals not attending the Annual Meeting can attend a Workshop. Workshops should not be used for Section business but instead discuss a topic that affects the Section. Workshops can only be held on the Saturday of the Annual Meeting. There is a $50 charge for member groups to hold a workshop. All attendees must be registered for the workshop, even if there is no registration fee. APHA staff will provide a tool for online registration for the workshops once an application is approved.

Applications forms are available at https://www.apha.org/events-and-meetings/annual/presenter-information/program-planners-only. Applications do not guarantee approval of a Workshop. All rules and regulations must be agreed to and followed.