



AMSUS Regional Seminars & Webinars Program Champion Guidance

These events are designed to provide professional development and networking opportunities. Seminars are open to all: member, non-member, civilian, industry, and anyone interested! CE/CME accreditation may be available, but not required. Recommended audience size for in-person events is 25-100 (depending on venue) to encouraged networking and collaboration.

AMSUS is a “neutral forum” for those working in/with the federal health community and relies on their involvement to achieve its vision: *As the voice for federal health professionals and passionate advocate for DHA/DoD, VA and HHS interagency healthcare collaboration, we are a dedicated team committed to building the best non-profit membership-based association while exceeding all expectations for those we serve.*

ROLES & EXPECTATIONS

Program Champion: Determines topic, selects or suggests presenters/SMEs, determines seminar length and agenda, helps promote event through channels outside of AMSUS reach – internal agency, customers, and social media.

AMSUS: Coordinates CE requirements with presenters (if applicable), create/manage registration process, promotes event via AMSUS channels (emails, social media, web promotion), meeting logistics, setting overall timelines, and monitoring event activity. AMSUS webinar platform is GoToWebinar Pro.

Planning Team: All parties will participate in regularly scheduled planning calls to stay on track with tasks: agenda, presenters, registration, logistics, etc.

Planning Points:

- Seminar topic/message
- Presenters/SMEs
- Dates/time of year
- Region/location/webinar
- Target audience
- Marketing – internal/external
- Sponsorship opportunities to help defer incurred costs

Needs:

Conference space – accessible to DoD, VA, PHS and civilians

Suggested lead time for planning and marketing: 6-9 months for face-to-face events, 4-6 weeks for webinars

Incurring costs, if applicable:

- Continuing Education Accreditation (CE/CME) optional
- Venue
- AMSUS staff travel & lodging
 - AMSUS does not cover presenter travel costs
- Food & Beverage served at seminar
- Webinar platform

Contact AMSUS to schedule a discovery call

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