



TOP 10 TIPS FOR *Planning a Meeting*

ANFP[®] | Association of
Nutrition & Foodservice
Professionals

- 1** Start early: Set the date, find a venue, set a budget, and have a meeting timeline established.
- 2** Determine the CE numbers needed with your Chapter board, engage them, and enlist volunteers to be on your education committee.
- 3** Use the ANFP Meeting Planning Checklist tool to organize your meeting “to-do” list.
- 4** Locate and review the ANFP Chapter Meeting Planning Resources in ANFPConnect.
- 5** Review the ANFP Speaker Directory for tips on selecting speakers.
- 6** Reach out to other ANFP chapters to share your agenda and hear what they are planning. Look at Chapter websites or Facebook pages.
- 7** Partner with your local vendors for speaker support, i.e. Dairy, Beef, and Pork Councils, Food Purveyors, Community College Healthcare Departments, and County Extension Services.
- 8** Partner with the state healthcare associations, American Healthcare Association, Leading Age, and hospital associations. Host your meeting in conjunction with theirs.
- 9** Complete the Chapter Prior Approval application to submit your meeting’s CE for prior approval. Ensure you have gathered the biographies and objectives to match your agenda as well as the other required documents.
- 10** Stay on task and involve your board and committees to work together and delegate responsibilities.

All ANFP resource tools are available in ANFPConnect under Volunteer Resources, Meeting Resources.