

APA Regional Meeting Standards

1. Mandatory Agenda items
 - a. APA President Intro/PowerPoint
 - b. APA Research network info
 - c. Update on any recruitment of APA scholar programs/awards
2. Meeting materials
 - a. Table cloth (obtained from APA central office)
 - b. APA Membership info
 - c. Flyers (if needed)
 - d. APA Lanyards
 - e. Badges – cardstock and badge holders
 - f. APA Folders
 - g. APA Pens
3. Keynote guidelines/tips to selecting a speaker
 - a. Region Chairs can choose their theme (APA Board of Directors can give provide categories or direction, if necessary)
4. Research abstract presentations and posters
 - a. Timeline for abstracts (see below)
5. Lunch with a networking activity
 - a. Career theme tables (senior mentors are identified for different themes)
 - b. Speed mentoring
 - c. Solicit written works in progress from trainees and allow them to get input from the meeting attendees over lunch.
6. Workshop
 - a. Must adhere to selected theme of meeting.
7. Registration
 - a. Registration Rates:

1 Day	
Registrant	Registration Fee
Student	\$ 25.00
Trainee (resident/fellow)	\$ 45.00
Faculty	\$ 125.00
Emeritus	Free
Non-member (student)	\$ 25.00
Non-member (trainee)	\$ 65.00
Non-member (faculty)	\$ 145.00
Other attendee (research staff, etc)	\$ 100.00
Presenter	\$ 50.00

2 Day	
Registrant	Registration Fee
Student	\$ 50.00
Trainee (resident/fellow)	\$ 90.00
Faculty	\$ 250.00
Emeritus	Free
Non- member (student)	\$ 50.00
Non-member (trainee)	\$ 130.00
Non-member (faculty)	\$ 290.00
Other attendee (research staff, etc)	\$ 200.00
Presenter	\$ 100.00

Region Meeting Timeline			
Task	Time frame from date of meeting	Deadline	Notes
Open registration	3-4 months		
Open abstract submission site	3 months		
Deadline for abstracts	2.5-3 months		
Review abstracts	2-2.5 months		
Select abstracts	2 months		
Notify abstract presenters	1.5 months		
Finalize program	1 month		
Registration to close	2-3 weeks		
Printing deadline	2 weeks		
Print and prepare materials for shipping	1-2 weeks		
Ship materials	1 week		