



GHIHC Meeting Producer Instructions

Meeting Producer Benefits

- Earn ABIH Category 5 credit, documentation provided by SWCOEH
- Receive free registration and free lunch for the meeting you produce
- Develop management skills among your peers and cultivate this leadership role with your employer
- Guide meeting discussions towards IH topics of greatest importance to you

Meeting Producer Responsibilities

- Commit to producing a full (6 hours) or half-day (3 hours) meeting
- Choose topic(s)
- Develop 3 to 6 hours of IH-relevant content, inviting and confirming speakers as needed
- Provide rough sketch of the agenda to SWCOEH
- Provide speaker contact information to SWCOEH

SWCOEH Responsibilities

- Secure room arrangements
- Add information to GHIHC website
- Send email announcements
- Provide registration platform
- Provide sign-in sheet from the attendee list
- Order lunch
- Print and sign certificates
- Print agendas
- Provide AV accommodations
 - Projector
 - Laptop
 - Screen
 - Laser pointer/slide advancer