

AMCP AFFILIATE ORIENTATION PACKET

AMCP Staff Liaisons

Betty Whitaker, AMCP Director of Membership & Engagement

Academy of Managed Care Pharmacy

100 North Pitt Street, Suite 400

Alexandria, VA 22314

Phone: 703-684-2602

Email: bwhitaker@amcp.org

Susan Noell, AMCP Manager, Membership & Corporate Relations

Academy of Managed Care Pharmacy

100 North Pitt Street, Suite 400

Alexandria, VA 22314

Phone: 703-684-2618

Email: snoell@amcp.org

AMCP Membership Department

Email: memberservices@amcp.org

Phone: 800-827-2627

Fax: 703-683-8417

Section 1 - AMCP Areas of Support

- Financials – AMCP manages affiliate bank accounts; sends report quarterly
- Announcements, Notices – AMCP sends emails on behalf of affiliates (see Section 3)
- Elections (Ballot Setup, Voting) – AMCP helps to manage logistics end of elections
- Meeting Registrations/ Vendor Payments – AMCP requires this system for all paid events
- Documentation – housed on affiliate site
 - Individual Affiliate Agreement – policies and procedures specific to the affiliate
 - Affiliate Operations Manual – as approved by the AMCP Board of Directors
 - AMCP W9 – Affiliates are incorporated under AMCP and can provide this upon request
- Consultation – AMCP staff meets by phone with individual affiliate presidents in addition to affiliate joint officer meetings and email touch points.

Section 2 - AMCP Website

- **Affiliate Web Pages – PUBLIC Section/Content**
 - www.amcp.org/georgia
 - www.amcp.org/midwest
 - www.amcp.org/northeast
 - www.amcp.org/ohiokentucky
 - www.amcp.org/southwest
 - www.amcp.org/utah

- **Affiliate Sections – PRIVATE Section/Content (includes affiliate specific documentation)**
 - www.amcp.org/affiliates
 - Select “Affiliate Operations Manual”
 - Enter Password “AFFILIATE”
 - Select Your Affiliate Section
 - Includes your affiliate’s deposit forms and check request forms to submit to AMCP.

- **Also under the Operations Manual in the PRIVATE Section is a “Shared Resources Section” which includes helpful tools and samples as follows:**
 - Agendas
 - Registration Forms
 - Position Descriptions
 - Helpful Links
 - List of helpful Web Tools

Section 3 - Email Communications

- **How broadcast emails work**
 - Emails are sent using a system called RealMagnet. RealMagnet is a well-known system used by many associations and businesses. It helps in formatting, scheduling, managing opt outs and tracking deliveries and opens.

 - Broadcast emails do get caught in junk filters sometimes – most companies have multiple filters that emails have to get through. RealMagnet helps AMCP avoid some of the more common triggers for junk filters in this field that changes almost daily.

 - Affiliate emails are sent out to every AMCP member who lives within an Affiliate’s geographic territory plus any individuals who have asked to receive information from the affiliate. These lists are updated within Real Magnet on a weekly basis.

 - AMCP does limit the number of emails we send to members each week so it is important to schedule your emails ahead of time. We would like at least 2 weeks’ notice – but more time helps planning and preparation!

Section 4 - Affiliate Meetings

▪ AMCP Antitrust Guidelines

- The AMCP Antitrust Statement should be included on all meeting agendas and referenced prior to the start of any meeting. They can be found at <http://www.amcp.org/WorkArea/DownloadAsset.aspx?id=18419> .
- Below is a version that can be verbally stated prior to the start of the meeting in lieu of the full version:

AMCP's anti-trust policies are in affect and included in your packet. We will be monitoring the discussion for antitrust issues – if you have any questions, please ask.

▪ New online Registration Payment System for Affiliates

- Attached is the form to complete and submit to AMCP to launch setup of registration for your respective affiliate event. All paid affiliate events are encouraged to work within this system. The system accommodates credit card and check payments and allows AMCP to provide the affiliate with pertinent event reports such as financial updates, registration counts and lists.
- At this link is a recorded webinar demonstrating the online payment system: <http://www.amcp.org/Tertiary.aspx?id=18546>

Section 5 - Affiliate Elections

- Parameters for affiliate elections specific to each affiliate can be found in the affiliate's respective agreement. General parameters are located in the Affiliate Operations Manual (see access information) in Section 1.
- Here is the suggested timetable for the affiliate election process:

November	Nomination Committee formed
December	Affiliate provides Call for Nominations announcement – with job descriptions to AMCP Send to Betty Whitaker and Susan Noell (bwhitaker@amcp.org / snoell@amcp.org)
January	AMCP issues Call for Nominations <i>January 30</i> – affiliate nominations committee finalizes ballot
February	Nomination Committee submits ballot to AMCP – voting opens <i>February 15</i> – AMCP: setup-distributes ballot to affiliate members plus one reminder
March 1	Voting Closes
April	Installation of Officers at AMCP Annual Meeting & Expo

APPENDIX A

AFFILIATE ONLINE REGISTRATION SYSTEM

CHECKLIST FORM FOLLOWS



AMCP Affiliate Event Registration Check List

AMCP FAQs:

- AMCP recommends that we receive the below completed check list at least three weeks prior to the opening of registration for the event.
- The Affiliate Point of Contact (info to be completed below), will receive a current registration list every Friday from an AMCP staff expert.
- AMCP will separately promote your event through broadcast emails – please contact us at least a month out to schedule event emails.
- Paid vs. Free Event:
 - Paid Event:
 - The Affiliate will have to use the new system.
 - There will be a \$3 fee per/person plus the credit card fee which is approximately 3%.
 - Please note that AMCP does not keep credit card numbers.
 - Individuals that are submitting a check payment will be instructed to send these to AMCP – C/O Your Affiliate Name. The check must be payable to the Affiliate.
 - It is the Affiliate’s responsibility to follow up on pending payments – AMCP will provide these names via the weekly registration list.
 - Our recommendation is to let individuals transfer registrations but to not have them be refundable.
 - Registration can stay open up until the day of event, as the individual can register on their phone or computer – unless the event needs a final count before the actual event.
 - Free Event:
 - The Affiliate has the choice to use the new system or not.
 - There will be a \$3 fee per/person.
 - Registration can stay open up until the day of event, as the individual can register on their phone or computer – unless the event needs a final count before the actual event.

Date of this Submission:

Will this be a PAID or a FREE event?

Who is submitting the request to setup an event (which Affiliate and individual contact information)? Is this the same person that will be AMCP’s Affiliate Point of Contact? If not, who will be the primary contact that AMCP will be communicating with? Please provide name and contact information (email and phone number).

Is the agenda or information on the event available, if not, when will this become available? Please attach a word document if it is ready.

What are your registration types with fees? Please include any sponsorship or exhibit fees. (Ex. Pharmacist Member, Student Member, Non Member, Exhibitor)

Is there information available for those who need to reserve a hotel? Is there a deadline to reserve housing? Please include instructions and any group reservation information.

Is there a maximum number of registrants for the event, if so, what is this number?

What date will registration open?

Would you like to keep registration open up until the day of event? If no, please tell us the last day that you would like someone to register.

Do you have any comp registrations? Who are they (ex: affiliate leaders, sponsors/exhibitors, speakers)? AMCP will register these individuals directly into the system so please provide a list as soon as possible.