Save the Date

Save the date for the [Full name of event] on [date] in [location]! Attendee registration will open soon along with information on a Call for Presentations. If you are interested in presenting or have an idea for an educational session, please contact [committee chair]

Put this date on your calendar now!

Call for Programs

[Region/District] Program Committee is seeking presentation submissions for its conference this fall in [Location]. Earn recognition as a thought-leader by becoming a presenter on an industry-related topic! Submit your presentation proposals between now and the submission deadline of [Date]. While not limited to the topics listed below, the Program Committee is especially interested in presentations on the following:

- Procurement best practices
- Contract management
- Negotiation strategies
- Customer and supplier engagement
- Change management
- Leadership
- Marketing procurement’s value

- Technology
- Payables and PCards
- Travel and expense management
- Sustainability
- Supplier diversity
Volunteers Needed

Volunteering is an excellent way to make a difference! Take advantage of the valuable networking with colleagues from other institutions. By volunteering, you’ll get to know others in your field, and even those who work in your same position at a different school! You’ll make connections that last a lifetime.

Opportunities include:
- **Host Committee** (on-site meeting details, host event, registration, new attendee welcome session)
- **Program Committee** (reviews program submissions, determines topics presented, confirms presenters, builds educational opportunities)
- **Vendor Exhibit Committee** (recruits exhibitors, sponsors, and solicits for raffle/auction donations, vendor welcome session)

Attendee Registration

The NAEP [Region] would like to invite you to attend our regional meeting this year. We’re headed to [Location]. Build and expand your procurement network!

We have top-notch educational sessions throughout our conference along with fun opportunities to network and enjoy the company of your colleagues from all over New York.

Review the program to make your plans. The program is full of the educational sessions, networking opportunities, and keystone events that our region is known! **Can include a sampling of the educational sessions**

After you register for the meeting, reserve your hotel room. **Include hotel contact details, any discounted pricing rate and deadline to reserve rooms**

We look forward to seeing you in [City] this fall!
Vendor Registration

Space is starting to fill up for our event in [location] this fall! Secure your exhibit booth and/or sponsorship for the [full name of event] Don’t miss out this year.

The event will take place at the [location]. For your planning purposes, the show will be held from [time and date] with set up on [time and date] and breakdown immediately following the show.

After you register for the meeting, reserve your hotel room. Include hotel contact details, any discounted pricing rate and deadline to reserve rooms

We look forward to seeing you in [City] this fall!

Haas or Other Regional Scholarships

Kickstart your educational procurement experience with funding by applying for one of three available scholarship awards:

- Include any scholarships specific to your region
- [One $1000 – determine amount and #] scholarship, made possible through the William E. Hass Memorial Scholarship, is available for use to attend ANY in person regional or national NAEP event (annual meetings, institutes, academies).

Either scholarship can be used towards covering the cost of registration, hotel, and/or transportation. Scholarship winners will be notified of their award by [date] and funds will be reimbursed at the conclusion of the event. NAEP will provide a coupon code for your registration fee.

Applications are due no later than [date].
Call for Nominations for Regional Officer Positions

The NAEP [region] is seeking nominations for the position of [Secretary]. We are seeking candidates who are looking to further develop leadership skills and become involved in our organization. Here is an opportunity to advance the purchasing profession and your own career. We want and need to hear from you.

This is a great opportunity to become involved in the planning and development of our region’s direction in promoting procurement. If you are interested in serving, or if there are any NAEP member colleagues you would like to recommend, please encourage and nominate them.

As [Secretary], you would serve a total of [five] years, advancing through the executive board positions of [Second Vice President, First Vice President, President and Immediate Past President].

The [Secretary records minutes from the annual business meeting] for the region. As you progress through board positions over your years of service you will help organize the exhibitors show, meeting programing, serve as host for the regional meeting and later the committee chair for the membership and scholarship committees.