



Annual Meeting Tips and Reminders

1. **What meetings during the annual USAHA convention may I participate in?**
 - a) Committee meetings: unless otherwise specified in the meeting agenda, all USAHA committee and sub-committee meetings are open to all registered attendees. Registered attendees may participate in the discussions held during the committee business meetings, but only committee members may vote on resolutions and other business items brought forward by the committee. Always wear your conference registration badge during the meeting to gain entry to committee meeting rooms. Remember to sign into the committee meeting as attendance is tracked, especially for committee members.
 - b) Other events: events such as the Presidents' Dinner and other receptions are generally open to all registered attendees, but some may require a separate ticket and/or additional fees to gain entry so pay close attention to the meeting registration options and instructions.
2. **How do I become a member of a committee or subcommittee? (to view a list of committees, visit <http://www.usaha.org/committees>)**
 - a) USAHA Committees: New USAHA members may become members of a committee with recommendation by the Committee Chair and appointment by the President. Individuals who join USAHA in advance of the Annual Meeting may secure committee membership if they obtain the recommendation of the Chair, and the President is able to appoint by the roster cut-off date of September 1 each year. USAHA members who develop an interest in committee membership at the Annual Meeting may attend those committee meeting(s) but must wait until at least their second annual committee meeting before they may vote, assuming membership approval is granted. Following the annual meeting, the USAHA Office will contact interested registrants regarding committee membership.
 - b) Joint Committees: Membership in joint committees is open to all USAHA members and does not require membership in both organizations (USAHA and American Association of Veterinary Laboratory Diagnosticians (AAVLD)). Requests for membership in joint committees is subject to oversight by USAHA and AAVLD because these committees are jointly managed and chaired.
 - c) Subcommittees: Because membership is tracked only at the committee level, membership in the parent or full committee affords one the opportunity to also attend and vote during associated sub-committee meetings.
 - d) Committee members who miss two or more consecutive annual committee meetings will be removed from the committee membership roster and will lose voting privileges. Reapplication for committee membership is possible by following the steps in 2(a).
3. **Where can I find the committee agendas for the Annual Meeting?**
 - a) Please visit <http://www.usaha.org/meeting-agenda-18> and click on the committee name hyperlinks to view agendas. Agendas are uploaded to the website as they are received from committee chairs and are subject to change as the meeting date approaches so check back regularly for updates. Once the Annual Meeting is underway, the meeting app is the best way to view updated and final agendas.
4. **How can I view the resolutions generated from committee meetings I don't attend, and what happens to resolutions once they are voted out of the committees?**
 - a) Once voted out of the committee(s) of jurisdiction, resolutions may be reviewed by meeting registrants in the meeting workroom/business room. On the last day of the annual meeting, all committee resolutions are reviewed and voted on by the full USAHA membership during the Membership Meeting. Resolutions that are approved by the membership and Board of Directors are subsequently posted on the USAHA website

(<http://www.usaha.org/usaha-resolutions>), as are responses from partner agencies/organizations to whom they are directed.

- 5. Should I use the meeting app?**
 - a) All USAHA meeting attendees are encouraged to download and utilize the meeting app. Once you have registered and paid for the meeting, visit [http://www.usaha.org/upload/Meetings/2018/App announcement to registrants .pdf](http://www.usaha.org/upload/Meetings/2018/App%20announcement%20to%20registrants.pdf) for instructions on how to download the app and for an overview of its functionality.
- 6. Why was I paired with a meeting mentor and how should I interact with him or her?**
 - b) Each first-time meeting attendee is paired with a meeting mentor, who is a USAHA member with Annual Meeting experience. Mentors assist new attendees by answering questions about meeting logistics, making attendance recommendations and serving as a familiar face during a busy meeting agenda that can sometimes seem overwhelming. Mentors and mentees are matched by the USAHA executive committee approximately four to six weeks before the annual meeting. Mentors are encouraged to contact their mentees by phone or email prior to the Annual Meeting and then meet with their mentees at the meeting. Mentees are encouraged to contact their mentors with any questions they have about meeting logistics, protocols or related items. Mentees should also plan to attend the new member orientation to learn more about USAHA and the Annual Meeting. Meeting mentors are also invited to this orientation.
- 7. Are the speaker presentations and committee actions available to me after the close of the meeting?**
 - a) Committee reports are submitted by the Chair or Vice-chair soon after the close of the committee meeting and are available for review in the Annual Meeting reading room prior to approval by the Board of Directors. Following approval, reports are published in the Annual Proceedings and made available online.
- 8. Can I receive CE credits for attending that I can apply to my veterinary license renewal?**
 - a) The USAHA meeting is not RACE-approved, which means that veterinary license renewal CE credits are at the discretion of the individual state licensing boards. Veterinary attendees interested in obtaining CE should contact their respective veterinary board for more information.
- 9. What happens at the Presidents' Dinner?**
 - a) The Presidents' Dinner is held jointly with AAVLD and provides an opportunity to share a sit-down meal with colleagues and enjoy the awards ceremonies for USAHA, AAVLD and several partner organizations. This event generally lasts a few hours, and business casual attire is recommended. Attendance is free for meeting attendees with a ticket. Registration for this dinner is completed at the same time you register for the meeting, and tickets are disseminated with the registration materials. Spouses and guests may attend for an additional pre-paid fee and ticket.
- 10. Who should I direct my questions to during the meeting?**
 - a) In addition to meeting mentors, other USAHA member attendees are generally happy to answer questions. Those with the most knowledge about the meeting may be colleagues who are on the USAHA Board of Directors, serving as committee chairs or vice-chairs, or are members of the USAHA Executive Committee. Those positions are denoted on the name badges. Ben Richey, USAHA executive director, and Kelly Janicek, executive assistant, are also available to answer questions as available.
- 11. Why is the USAHA meeting combined with the AAVLD meeting and can I attend AAVLD events?**
 - a) USAHA and AAVLD have been meeting jointly for more than 60 years, when AAVLD was formed out of the need to address veterinary laboratory issues. Holding discussions related to laboratory and regulatory animal health issues during one meeting event allows attendees to address animal health issues in a comprehensive manner. AAVLD events at the meeting are generally open, unless otherwise noted.