

Network/SIG Coordinator Conference Terms and Conditions

We are delighted to offer exclusive opportunities for lead and deputy coordinators to participate in the Annual Conference and Exhibition at a reduced rate. As part of this reduced rate, coordinators are expected to actively engage in the conference experience. Our team will reach out to coordinators before the conference to discuss the exciting opportunities available with examples of these opportunities listed below:

- Coordinators are invited to support the promotion of the conference before the event. This can involve activities such as sharing AHEP content on social media, spreading the word within their institution, and promoting it within their SIG community.
- Coordinators play a key role in enriching the networking experience that AHEP offers, and their contribution is particularly invaluable during the Annual Conference. **Each SIG** will have the opportunity to lead and deliver a networking session during the working session slots. AHEP's Professional Development Coordinator will contact coordinators in advance of the conference to discuss this further.
- To further enrich the networking experience at conference, coordinators are invited to support with networking between exhibitors and delegates and be available to usher delegation to their working session. The AHEP team will be available throughout the conference to offer any support required.
- We also encourage coordinators, whenever possible, to join in the various social events scheduled throughout the conference to further enrich the networking experience. These events include; new member welcome, Sunday social and gala dinner.

We will support you with the relevant information and guidance both before and during the conference to allow for clarity in your role and how you will be supporting delegates and the association so please look out for this contact.

Please note that if you do not support with the role allocated to you, you may be liable to pay for your place at conference.

We look forward to welcoming you to the AHEP Annual Conference and Exhibition.