



*Dear*

***Welcome to Badger APIC!***

We understand how it feels to be new and want you to feel part of APIC - Badger Chapter right away. We invite you to ask questions and share your experiences in any of the group sessions.

We also offer a mentorship program for all new members, someone who will help you explore how Badger APIC can assist you as you become more familiar with your role. If you are interested in having a mentor please contact Mary Jo Stokes from the Membership Committee, her contact information can be found on the Badger APIC Homepage and at the end of this letter.

Here is a brief introduction to our meeting format.

1. The annual schedule of Badger Chapter meeting dates and locations can be found on our website, <http://www.wisconsinapic.org/>, clicking on the Badger Chapter. This will also be included as an attachment to this letter. The meeting location varies among several sites in order to share the travel time and distance among all Badger Chapter members. We welcome your attendance at all scheduled meetings. Please wear your name badge at all meetings.
2. Prior to each meeting you will receive an email containing the Meeting Agenda, all related handouts for the meeting, a copy of the minutes from the previous meeting, and directions to the meeting location. Please print and bring this with you to the meeting. When you arrive at the meeting location there will be signs directing you to the meeting room. Because we are respectful of everyone's time, our goal is to always start and end on time. If you are able to arrive at least 10 minutes prior to the start of the meeting it will allow time to sign in, get acquainted, and grab any additional handouts and snacks provided. Our Board of Directors meets prior to the membership meeting; you are most welcome to enter the meeting room if this meeting is still in session when you arrive.
3. We will have a registration table set up with a sign in sheet containing your membership information. Please verify the information is correct each time you sign in by placing your initials next to your information, make any changes to your contact information at that time. This allows us to credit your attendance and verifies we have your correct contact information.

4. If this is the first meeting you are attending or anytime you bring a guest, be sure to sign the member/guest book. Pictures are taken of new members and we provide our welcoming gift following attendance at two scheduled meetings. Remember, attendance is verified by signing in at each meeting you attend.
5. We encourage you to bring with you any questions you encounter between meeting times and submit them upon arrival in one of two places. Either on the "Parking Lot" acrylic frame or on the break out session sheets, whichever seems most appropriate. Both are found at the registration table. These are questions or experiences for which you may be seeking answers, discussion or resources. Post-it Notes are provided for you to jot down your questions. This is a big part of our networking, assures all questions are addressed, and truly benefits all members.
6. Typically we order in for lunch; you will find the sign-up sheet for your order and an envelope for your payment at the registration table. The cost is usually around \$5.00. If you prefer you may also bring your lunch. This saves time and allows time to chat with members and meet with vendors who we try to have available at each meeting. Our business meeting usually runs from 10:00 -11:00 a.m. We cover Committee updates during this time and make announcements regarding pertinent information that is sometimes difficult to otherwise stay on top of given our busy schedules. We encourage everyone to participate through questions and discussions.
7. Following the business meeting, we break out into our committees. New members are welcome to join in on any committee of interest; you may choose to sit in on a different committee the first couple of meetings to find the group that is of most interest to you. If you would like help finding a good fit, either ask a Committee chairperson or use our Mentorship Program offered to all new members. The committee choices are as follows: Membership, Program, Resources, Finance and Nominating Committee. Each committee has a matrix explaining their responsibilities that you may request from the chairperson. Many new members start in the Membership Committee.
8. After the committees meet (for about ½ hour), we break into *focus groups for different specialty areas: clinics, home health, acute care and long-term care. We are interested in creating new groups to meet the needs of our members. Please offer suggestions.* You are welcome to join in on the group that best meets your needs to discuss issues. This is a good time to share experiences, policy questions, and network with others in your specific field. After this we break for lunch.
9. Lunch offers a great opportunity to network with members from other facilities and to meet with vendors who provide information on products and services related to Infection Prevention and Control. When vendors are present we ask all attendees to stop by to visit with them during the lunch break as they pay a fee to attend and our agreement is to listen and learn of their products. They are available only over the lunch break and leave prior to the beginning of the afternoon session.
10. Following lunch, we offer an educational program, presented by a variety of experts in varied areas and topics relative to infection prevention and control; sometimes the presenter is one of our own members. If you would like to present on a topic, inform the program committee of your interest.

11. We conclude our meetings with what we call the “Parking Lot”. This consists of questions from members and provides direction on the issues brought to the group. Answers given may be member’s opinions and you may want to verify those opinions and practices.
12. We typically adjourn around 3PM.

Our meetings provide both education and networking opportunities for all Badger APIC members. Given the ever increasing demands to reduce and control infections with high accountability and limited resources, we must demonstrate both cost effectiveness and benefit to the facility we represent if we are to assure member attendance. We value your time and hope you will feel comfortable offering questions, new issues and new experiences that you encounter in your “day in the life” of an Infection Preventionist. We feel very fortunate to have a membership that incorporates both seasoned experts in the field of Infection Prevention and Control as well as those seeking expertise, we recognize and value both.

Your input is important to us; we ask that you take the time to complete and turn in your evaluation before you leave. We are always looking for ways to improve and to meet the needs of membership.

***Thank-you for joining BADGER APIC!***