



ANNUAL CONFERENCE 2024 CHAPTER SHOWCASE

Your chapter is invited and encouraged to participate in the Chapter Showcase. While in the booth, you have a great opportunity to greet current and prospective chapter members and interact with other chapters and conference attendees.

WHAT TO DO WHEN YOU SHOWCASE

The most important feature of your chapter showcase will be the enthusiastic presence of your chapter members in the booth. In addition to your presence, you may showcase your chapter as simply or as elaborately as you choose!

Display Examples:

- Photos
- Flyers
- Brochures
- Newsletters
- Chapter merchandise for sale*

You may also want to include decorations or clothing that represents your state, region, province or country. If you have chapter shirts, make sure to wear them! Giveaways always attract people to the booth.

If you are able, give away items such as:

- Candy
- Pencils or pens
- Notepads
- Pins
- Something from your area

Do not feel obligated to give anything away. People want to talk with you!

If you do not have items to display or do not have giveaways, please do not let that prevent you from being a part of the Chapter Showcase. ***The best part of your Chapter Showcase will be the enthusiasm of your chapter representatives!***

Please note, your chapter is responsible for setup and cleanup of your showcase area. You will be working with WAI staff and volunteers and are expected to act in a professional and respectful manner. In the event that members of your chapter do not behave in a manner becoming a WAI representative, we will reserve the right to remove your member(s) or your chapter from the Membership Booth and/or from Conference, and to refuse your chapter future showcase scheduling or even admission to Conference entirely.

**Please make sure you follow the guidelines in the Chapter Handbook at <https://www.wai.org/chapters/resources> anytime you use your chapter logo. Any items you sell (especially if it has a logo on it) must be approved by WAI*

YOUR ASSIGNED SHOWCASE TIME(S)

Your chapter may have one to four representatives in the booth during its showcase time. One hour of showcase time is guaranteed, and a second hour will be provided if space is available. Booth assignments are assigned in the order they are received. You are encouraged to sign up for two hours. Two or three chapters may be in the Chapter Showcase at the same time. To reserve your showcase time, return the Chapter Showcase reservation request by **February 25, 2024 to Jessi Litz-Rowden (jrowden@wai.org)** according to the instructions shown on the reservation request.

The name on the reservation request should be the person responsible for the chapter's display in the Chapter Showcase. A final schedule will be sent out to participating chapters no later than March 5, 2024. *Please note, space is limited, so we recommend no more than 3-4 chapter members represent your chapter.*

CONTACT INFORMATION

Jessi Litz-Rowden
Manager of Chapter Relations