HBA Master Events List

Please use the **HBA Master Events List** to plan your upcoming events. Other education & events member leaders can use this master planning document to position their own events with the best timing and even collaborate across components (regions, chapters, affinity groups, etc). The Master Events List will give volunteers a big-picture view of all the events (recruitment, networking, and educational) we have planned across the entire organization of HBA.

Key tips:

- Education and events member leaders should update this document *at least* quarterly. More frequently is encouraged!
- The top right-hand corner of the the document includes a personalized view for each component. Feel free to select your region or affinity group for a filtered view of your upcoming events.
- When adding an event to the planning document, click the button, "Add New Item" in the top left-hand corner. A pop-up will appear where you can submit all the information pertaining to your upcoming event.
- Use this as a tool to see what events are scheduled in proximity to the events your region/chapter/affinity group is planning. *Is there an opportunity for cross-collaboration?*
- Use this as a tool to see if there are events with a similar theme or topic to your events. *Is there an opportunity to change the timing of your events so as not to be duplicative? Is there an opportunity to make your content more unique, expand, or limit the scope?*
- This is a great tool to remain organized throughout the year and keep an eye on your long-term event strategy, budget, and cadence of events.
- **As an important reminder, this is a planning tool and does not secure a desired date for your upcoming events.** Education and events leaders will still need to follow the Educational webinar planning timeline and request dates/times through **Calendly** to secure the time for virtual educational events. All events will still need to follow the HBA process for opening events for registration.

View the HBA Master Events List