

# Making the Most of Your HBA Membership (new member orientation events)

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## Event Logistics

Making the Most of Your HBA Membership events can be held in person or virtually - they are open to members and nonmembers, and are free. No costs can be incurred for these events (in-kind sponsorships are allowed - for example, company allowing you to use their space/AV equipment.)

If holding virtually, you are responsible for setting up the online meeting -see resources here

To set up this event on the HBA website/registration system please submit via the web portal: How to open an event for registration

## Event Content

The HBA Overview deck should be used for these events- feel free to modify for your needs: About the HBA deck

Include information about upcoming events and open volunteer opportunities

Consider including a networking/discussion component of the event

If in person, have a sign-up sheet to follow up with prospective members or volunteers

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