

**NE AER Division Meeting form**

If you have questions on the procedure or timeline please contact the immediate past president

**Division:** Click here to enter text.

**Number of attendees:** Click here to enter text.

**Chairpersons:**

Chairperson Name: Click here to enter text.

Chairperson Email: Click here to enter text.

Co- Chairperson Name: Click here to enter text.

Co- Chairperson Email: Click here to enter text.

**Notes from the NE AER Board Meeting:** Click here to enter text.

**International AER Highlights/Information:** Click here to enter text.

**Division Meeting Highlights:** Click here to enter text.

**Workshop ideas:** Click here to enter text.

**Pre-conference ideas:** Click here to enter text.

**Chairpersons elected during meeting (reminder this must be done annually)**

Chairperson Name: Click here to enter text.

Chairperson Email: Click here to enter text.

Co- Chairperson Name: Click here to enter text.

Co- Chairperson Email: Click here to enter text.

**Other Notes:** Click here to enter text.

* **Please send completed form to the President and Secretary 1-2 week after the conference**