

Dear

Your membership in PARMA has been processed. Below you will find some helpful hints to get you started.

- **Website Access** - Your user name is the email address you entered into the system and the password you selected when you first signed into the PARMA website. You can edit your information at any time by logging onto the PARMA site and clicking on My Profile Information located under the Membership tab. Your entity is the member of PARMA and only the primary person of the membership can edit company information.
- **PARMA Notifications** - Most of the PARMA correspondence will come to you direct from your chapter chair or from PARMA headquarters via email. Please make sure your email settings are adjusted to allow emails from info@parma.com so that these important notices don't end up in your junk or spam email boxes. You can also receive information from other chapters by simply emailing your request to membership@parma.com.
- **Chapter Meetings** - You are invited to participate in all chapter meetings. More information about your chapter and leadership can be found on line at www.parma.com under Chapters.
- **Annual Conference** - The 2019 conference will be held at the Disneyland® Hotel, February 10-13, 2019. We invite you to attend. It is the big event of the year for PARMA, and it is a value to all attendees. Information on the conference can be located at www.parma.com under "Education" and is typically available by late July.

As with any organization, we are only as strong as our members. Therefore, we often seek input for the following:

- We are always interested in articles for our periodic newsletter. Article ideas or submissions will be reviewed by the Outreach Committee, simply e-mail to ed@parma.com. The e-newsletter is distributed quarterly.
- The Annual Conference Call for Sessions will be posted on the PARMA website in January. Submissions are considered a year in advance of the event. We invite you to submit session ideas for consideration. All submissions must be sent in electronically through the website. The submission deadline may vary but are typically due around March 31.
- Be a Subject Matter Expert! - By providing your information and your willingness to share in your area of expertise, we can incorporate your information within our resources page.
- Should you wish to offer any of your expertise in the form of presentations, we invite you to contact the local chapter chairs.

Thank you for joining the PARMA family – we welcome you!

Sincerely,

Team PARMA