Welcome & Today's Session

- AI helps save time, boost creativity, and improve member service.

- We're not replacing people — we're making space for more meaningful work.

- Learn what's possible, what's useful, and what's safe.

- Participate, ask questions, and share your own experiences!

Everyday AI in Action

Quick wins for chapters:

- Draft event blurbs or reminder emails.

- Create Social Media posts.

- Summarize member feedback or meeting notes.

Reminder: Always review and personalize AI-generated content.

Use It Wisely: Key Policy Reminders

✅ Do:

- Keep confidential data out of AI tools.

- Fact-check and edit before sharing.

- Use ACC approved platforms when possible.

❌ Don't:

- Enter personally identifiable information.

- Upload ACC's or other parties' copyrighted materials.

- Present AI output as official content.

Tools for Chapters

- **Zoom AI:** meeting notes and action items.

- **Canva AI:** visuals, social posts, invitations.

- **CVENT AI:** event descriptions, titles, and attendee communication.

- **ChatGPT/Claude:** content ideas, scripts, summaries.

- **Grammarly:** editing, tone, and clarity.

Reminder: Understand how your AI tool uses your content.

Questions or Comments?