

NWARIN Conference Planning Guideline and Worksheet



Conference Theme:

Conference Location:

Conference Date:

Conference Local Contact RN:

Conference registration RN's :

Conference Committee- Program planner RN	Conference Committee – Facility planner RN	Conference Committee- Host Nurse volunteers RN RN
Conference Committee- Membership promotion RN	Conference Committee- Technology RN	Conference Committee- Food and welcoming

Notes: Guideline and worksheet assists planners and host nurses to coordinate activities for successful conference

Conference Planning guideline prepared by:

Approved by: NWARIN board Date:

Theme chosen from:

- New, emerging technology
- Nursing practice guidelines
- Quality & safety initiatives
- Board recommended
- New program
- Review course
- Patient care**

GOAL: List key components and timelines for conference

STEP	OPER- ATOR List role responsible for each task	TASK DESCRIPTION	TOOLS/SUPPLIE S REQUIRED Fill in as needed to explain use of a specific tool or supply	CYCLE T I M E Amt of processing time to complete each step
1.	Conference planning team	Call for presentations to membership (board input)	Personal invites Website announcement	6 -12 months ahead
2.	Conference planning team-	Develop theme or focus of conference with membership and board input Develop paragraph statement that explains theme/focus	Board/membership meeting or planning committee mtg Advertisement for ARIN And local website	6-12 months ahead
3.	Conference planning team	Solicit hospital site sponsor from NWARIN membership	Consider 3 year plan... rotating sites. North-Mid-South	6-12 months ahead

NWARIN Conference Planning Guideline and Worksheet



Conference Theme:

Conference Location:

Conference Date:

Conference Local Contact RN:

Conference registration RN's :

4.	Conference Planner-program/speakers	Request speaker outlines & technology needs Assist form preparation Confirm time of arrival and any other needs.	Review needs with speakers Prepare CEU applications Phone call or personal contact	4 mos 3 mos Week before
5.	Registration Webmaster & assistant	Done via website Alternate mail-in Confirmation of registration And any needed instructions	Registration list Address list Map or information on website	3 months and follow-up
6.	Conference planner – technology	Confirm technology equipment available, including function and resources available.	Technology instructions Technology needs of each speaker	3 months & again at 7 days
7.	Conference planner-CEU	CEU Application for nurses	Application from CEU provider	3 months prior
8.	Conference planner CEU	CEU Application for techs	ASRT application for CE	3 months prior
9.	Conference planner-local Facilities	Menu planning	Budget for food # of attendees	1 month ahead
10.	Tech sponsorship Display	Confirm display materials and set up requirements Plan best location in room.	Electrical outlet Space for materials	4 weeks before
11.	Conference Planner- local Facilities	Menu order	# of attendees from registration list/estimate	10 days ahead; re-check 3 days before
12.	Conference planner-packets	Conference schedule Speaker handouts Conference evaluation		7 days before
13.	Speaker Honorariums Treasurer	Prepare honorariums and thank you notes		Week before

NWARIN Conference Planning Guideline and Worksheet



Conference Theme:

Conference Location:

Conference Date:

Conference Local Contact RN:

Conference registration RN's :

14.	Conference planner- local Facilities	Prepare signage for day of conference. Do a test walk.	Map of facility	7 days ahead
15.	Thank you for sponsoring nurses	Thank you notes	ARIN stationery	Week before
16.	MC Speaker intros	Host RN welcomes and gives Info about facilities, handouts, evals, cell phones, etc. Board members intro speakers	Draft form to use Prepared from speaker CEU forms/personal knowledge of speaker	3-7 days before Or sooner, if you can
17.	Article for Vision newsletter	Prepare one page article for ARIN newsletter, copy to local hospital newsletter.	Contact at ARIN Contact at local hospital	Within 1 week of conference
18.	Summary for Annual Chapter report, due 1/31.	# of participants, location, speakers, summary of evaluation, overall satisfaction, suggestions for improvement	Copy for Annual report, to chapter president and secretary.	Within 1 Week of conference
19.	Record-keeping	Store documents and reports on thumb drive (18)	Copy with President & Secretary	Ongoing.
20.	Conference CEU Forms	Submit attendance sheets, obtain CEU completion forms, Mail or provide at conference; depending upon provider status	Copy in file, thumbdrive	Complete within 5-7 days of conference
21.	Conference Planner – local	Obtain and submit final bills for catering, copy charges, etc.	Submit to treasurer for payment.	Day of conference or within 3 days.
C	Conference planner – board, site sponsors	Project, monitor, and revise budget for conference based upon venue and # of hours.	Review past expenses. Prepare summary for secretary and treasurer records.	6-12 mos And on-going.
23.	Conference planner-site sponsors	Solicit Corporate sponsorship with Technical, pharmaceutical, medical product companies; particularly those who are linked with theme or presentations.	Prepare list of potential and past corporate sponsors to support honorariums, conference costs. Draft formal letter to be used, Consider corporate display tables for fee.	6 mos. And on-going.

NWARIN Conference Planning Guideline and Worksheet



Conference Theme:

Conference Location:

Conference Date:

Conference Local Contact RN:

Conference registration RN's :

5.5.11 bhw	draft			
---------------	-------	--	--	--

NWARIN Conference Planning Guideline and Worksheet



Conference Theme:

Conference Location:

Conference Date:

Conference Local Contact RN:

Conference registration RN's :

Photo Page

Photo Placeholder	Who, what, where
Photo Placeholder	Who, what, where