

CONFERENCE PLANNERS' CHECKLIST FOR SPEAKERS AND CEUS

September Conference Planners form CEU committee

- A. Agree on calendar and dates
- B. Assign duties <http://www.aknurse.org/NewSite/pdfs/2008IndEdActForm.pdf>
 - 1. Person Administratively responsible for application
 - 2. One other RN content expert with minimum of BSN
 - 3. Record keeper
- C. Review previous year's evaluations/begin needs assessment
 - 1. Review AaNA website for CEU application requirements
<http://www.aknurse.org/NewSite/ceapps.shtml#individual>
 - 2. Survey for speaker ideas <http://www.surveymonkey.com>
- D. Begin to find volunteer speakers—use local district nurses, spouses, staff members, local health practitioners, local educators, BON, DHSS, or local related services practitioners as presenters
- E. Planning the conference
 - 1. begin to form a conference theme
 - 2. develop format
 - 3. consider successful completion
 - 4. write goal statement
- F. Schedule monthly updates and requests from ASNA Board via conference planners
<http://www.alaskasna.org/> Board meets second Thursdays at 3:45

October Speakers agree to present

- A. Obtain speakers' business cards or contact information
- B. Discuss the general topic and scope with speakers
- C. Mail confirmation letters with specifics (topic, scope, audience, dates)

November CEU committee members help speakers develop topic

- A. CEU committee assigns speakers to specific CEU committee members
- B. Speakers confirm calendar with deadlines
- C. CEU committee member sends info to speakers (blank forms)
From <http://www.aknurse.org/NewSite/pdfs/infoIAA.pdf>
 - 1. Behavioral objectives (2-3 per hour)
 - 2. Key points that correspond to each objective
 - 2. Outline
 - 3. Biographical data form
 - 4. Curriculum Vitae (if available)
 - 5. Vested Interest Forms
- D. Planning committee members prepare forms for selves
 - 1. Bio info form
 - 2. Conflict of interest forms

Early December

- A. Speakers finalize CEU requirements:
 - 1. CEU committee gathers content objectives
 - 2. CEU committee members write sample behavioral objectives with key points (content items) for the speaker if needed.
 - 3. CEU committee starts gathering information about teaching strategies, materials, equipment that will be needed for each speaker.
 - 4. Determine and disclose corporate sponsorship/commercial support
- B. CEU planners finalize agenda format required by CEU application
 - 1. Registration time
 - 2. Speaker topics
 - 3. Speaker presentation times
 - 4. Break times, meal times, beginning and ending times
 - 5. Number of CEUs offered
 - 6. Theme/Name of conference

December (Deadline BEFORE Christmas break)

- A. Send completed info to person completing CEU application (Becky Hansen fax 742-0350).

January Begin advertising

- A. CEU application submitted
- B. CEU committee sends materials for ASNA website posting to ASNA Board:
 - 1. Power points
 - 2. Overheads
 - 3. Slides
 - 4. Disclosure/Conflict of Interest Statement
 - 5. Speaker's Bios-consolidated in one document
 - 6. Notes
 - 7. Reference materials
- C. CEU committee publishes conference registration flyer with number of CEUs, agenda and disclosure/conflict of interest statement (required in CEU application)
 - 1. Post in local hospitals
 - 2. Local pediatrician offices
 - 3. Contact AaNA at AKnurse.org to post the conference on their website and in the AKnurse newsletter
 - 4. Contact ASNA Board to post conference flier on the website, in the newsletter and to their district contacts
 - 5. Local professional societies

February Final check with speakers and conference site to confirm

- A. Conference dates and times
- B. Conference arrangements (location, lodging, transportation)
- C. Duplication (copies, thumb drive or website)
- D. Equipment (computer (whose?), software, pointer, overhead, slide projector)
- E. Last minute materials from speakers for posting/handouts and last minute scramble to publish them.

March (before conference)

- A. Ask a technical support person to coordinate the electronic issues and make sure all electronics work during the conference.
- B. Prepare a Disclosure/Conflict of Interest announcement prior to the start of the first speaker. AaNA requires this for the CEUs. It can be a slide with every speakers' name on it and a conference chair.
- C. Prepare a conference introduction for each speaker (gleaned from CVs and biographical data forms).
- D. Print a Certificate of Appreciation for each speaker.
- E. Print evaluation forms and certificates
- F. Re-publish flyers
- G. If a speaker must have printed handouts, duplicate them and put them in the folders/goodie bags.
- H. Print agendas and put in folders
- I. Print rosters (sign-in sheets) for each day of the conference. Participants must sign in each day.

March/April DAY OF CONFERENCE

- A. Make sure disclosure/conflict of interests are announced for each speaker.
- B. Assist with collecting evaluations/handing out CEU certificates as requested. (Make sure each certificate given out corresponds with an evaluation collected.)

April (after conference) CEU committee meets

- A. Review evaluation forms
- B. Send out thank you letters and evaluations
- C. Make sure all required CEU information is collected/collated and stored per CEU requirements. (Record keeper)
- D. Send a packet of evaluation copies and sign in sheets to AaNA.