

11th Geri Update Conference Planning Checklist 2016:

- Conference coordinator –
- Brain storm ideas for topics:
 - (1) Topic – speaker – contact person
 - (2) Topic – speaker – contact person
 - (3) Topic – speaker – contact person
 - (4) Topic – speaker – contact person
 - (5) Back-up Topic – speaker – contact person
 - (6) Back-up Topic – speaker – contact person
- Speakers for topics – **Deadline June 1st to confirm speakers and topics**
- Letters to speaker – **Deadline Sept 1st for letters to go out to speakers**
 - Confirmation letter re: agreement to speak – **CNE Coordinator**
 - Request from speakers
 - AV needs
 - Preference for time slot
 - Objectives/Detailed outline
 - CV/Bio form
 - Electronic Handouts
 - Establish deadline to get information back
 - Deadline for CV/Outline/Objectives – **Deadline Oct 10th**
 - Deadline for electronic handouts to get on website – **Deadline Jan 5**
 - Inform speaker of their contact person for ongoing updates/questions, etc.
 - Follow-up letter one month prior to conference with date/location/time slot of presentation/contact number day of conference/deadline to turn in electronic handouts for posting on the website, stipulate stipend is for the presentation (if multiple speakers they are to split the stipend) – **Letter to go out by Jan 1st – CNE Coordinator**
 - Hand written thank you letter with a copy of summarized evaluation/comments specific to each speaker – **Conference chair**
- Select site for conference – **Kaiser South San Francisco – Ask for all three rooms (number of rooms subject to number of attendees – the bigger the number the more likely we get all three rooms) – issue of clean-up and readiness for Monday when cafeteria is in full working session.**
- Food for conference – **NOTE – sign ups for snacks at January meeting.**
 - Food/lunch – vendor (**Note: alert need minimum for delivery**) - **Volunteer**
 - Snacks
 - Coffee/Tea – vendor in Kaiser lobby
 - Water

Flyer

- Design flyer – **Volunteer**
 - Title – **11th Geriatric Update – Need to add the subtitle**
 - Date/Location – **Feb 6, 2016**
 - CE information
 - Cost to attend: members, non-members, students
 - Deadline for registration – **Jan 22, 2016 (3 Fridays prior to conference date)**
 - Deadline for Refund – **Jan 29, 2016 (2 Fridays prior to conference date)**
 - Where to return registration
 - Deadline for mailing flyer – **Nov chapter meeting**
 - Expand address line to include: city and zip code
 - Add notation about downloading handouts from chapter website
- Registration Coordinator - Contact person for conference information
 - Send confirmation of registration with note that electronic handouts will be available on the chapter website: <https://nccgapna.enpnetwork.com> after January 15. Also let the attendee know that the checks won't be deposited until after the conference.
NOTE: PAYPAL was too costly for the amount of attendees we have at present. Someone used Bill Pay in 2015 to pay for the conference.
- Supplies/Printing/Mailing costs
- Proof read flyer before printing – Good idea to have multiple persons check for spelling, dates and content.

Conference Promotion

- Dissemination of flyer
 - Mailing party - Use current chapter mailing list – also nonmember attendees from prior conferences.
 - GAPNA national website/local Chapter website
 - Chapter Email blasts – repeated reminders/updates
 - Update mailing list if get returned flyers in the mail
- APRN schools
- Work setting lists: ie, VA, Kaiser NP lists
- CANP mailing via regional leaders/meetings
- Email
- Facebook, Twitter and other social networking sites
- Word of mouth – all
- Note:** Consider Conference Coordinator: To send last minute reminder e-mail to attendees that handouts are on the chapter website ready to download prior to conference.

Continuing Nursing Education (CNE)

- CNE coordinator –
- Planning Committee
 - Bio forms needed for all persons on the Planning Committee
- CNE application ANCC – (ANNA through AJJ) - contact Hazel Dennison at hazel.dennison@ajj.com
- Deadlines for submission

- CNE application for Ca BRN – geriMEDcare for Ca BRN – contact Debra Bakerjian at either of the following:
debra.bakerjian@ucdmc.ucdavis.edu or
Debra@gerihealthsolutions.com
 - Deadlines for submission
- Conference sign in sheet – **Registration Coordinator**
NOTE: CNE Coordinator also needs a list of registrants before conference to make CNE certificates. Person doing name tags also needs list before conference to make name tags.
- Collect a copy of all handouts (including electronic handouts) for required CNE documentation
- CNE certificates – **CNE Coordinator**
- Conference evaluations/Request for topics for future programs/**Note:** add Where did attendee hear about conference to evaluation sheet – Summary provided by CNE coordinator
- Send in final paperwork to CNE approval unit – **CNE Coordinator**
 - ANCC thru ANNA via AJJ
 - Debra Bakerjian for Ca BRN thru geriMEDcare

Conference Day Activities

- Contact person day of conference – **Registration Coordinator**
- Signage to locate room – **Registration Coordinator**
- Conference sign in sheet – **Registration Coordinator**
- AV resource(s) person day of conference - **Volunteer**
- Agenda for the day – make allowances for introduction/breaks/lunch/evaluation at the end – **Registration Coordinator**
- Name tags - **Volunteer**
- Welcome/Housekeeping – **President of Chapter and Conference Coordinator**
- Introduction of speakers – **Contact persons to do speaker introductions**
- Timekeeper/signage to notify speaker that they have 5 minutes left - **Volunteer**
- Adjust electric doors prn to allow for access for bathroom breaks
- Payment of speakers – (\$250/session) – **Chapter Treasurer**
- Receipts for registration for conference – **Chapter Treasurer**

Conference Evaluation/Summary – all committee members

- Review comments from evaluations
- Implement changes to program development and process as necessary
- Identify topics from evaluations for next program
- Review how attendees found out about conference