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

- 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/uploads
  - 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