



How to Develop a Successful ITNS Chapter Educational and Business Meeting

Although ITNS provides several educational opportunities throughout the year, not every member is able to attend. Chapters may provide continuing education at the local level. Educational/business chapter activities serve dual purposes that include giving members the chance to show pride in their accomplishments and careers and educating its members.

Your chapter may want to consider developing an educational/business program for your members. Depending on your chapter needs, budget and schedules of your members, a meeting can be organized as an evening program at a local restaurant or a breakfast or lunch meeting at your institution. Planning a successful ITNS chapter event takes forethought and time, great attention to detail, and will require several weeks of planning and coordination.

If you follow these simple suggestions, you should be well on your way to developing a successful Chapter Meeting.

If you have not elected a Chapter Educational Event Chairperson, you may want to consider creating this chapter position for 1 or more individuals who can either plan and execute the event or steer a committee with their planning. Prior to developing your program, you will need to ask yourself several questions. Following evidence-based practice guidelines ask:

1. How can we best reach our target audience? (Time of meeting, on or off campus, coordinator/unit nurse needs.)
2. What are the measurable objectives of the program? (What will they learn?)
3. What is our chapter budget for the event? (Refreshments vs. a meal, room or speaker fee?)
4. Are there companies who may be interested in sponsoring this event?
5. Do we plan to apply for CEU credits for our attendees?

Getting Started (Please see APPENDIX A for activity timelines.)

- Choose a program topic relevant and appealing to your audience needs.
- Use speakers who are knowledgeable about your program topic, who are familiar to the audience and have experience in giving presentations.
- Schedule a date and time that does not conflict with other events and is convenient for most of your members.
- Make sure your meeting location is centrally located, reasonably priced, can accommodate your group, is easily accessible, and has adequate parking. Inquire about audio-visual equipment/screen/podium as this is frequently an extra charge.
- Secure discounted local hotel reservations if you are expecting out of town speaker(s) or attendees.
- Develop a budget for the event: identify expenses such as food, room costs, speaker honorarium (if requested) and audio-visual costs. Estimate the minimum attendance required, and divide expenses by attendance to determine your break-even charge; add a profit amount that makes the event worth conducting.
- Invite a speaker to present a 1 hour presentation. (45 minute presentation with 15 minutes reserved for questions/discussion). Remember, if you use a sponsor for your program, they may require using their own speaker.
- Ask speaker if he/she will email power-point slides (determine date needed) or if speaker will bring them to the event on a USB drive.
- Apply for continuing education credits through your local education office.
(APPENDIX B)
- Send a “Save the Date” flyer as soon as possible so that members can request off to attend the meeting.
- Decide if you want to ask a vendor to provide refreshments/meal or if you will charge a per person fee for attendance. If you are interested in obtaining sponsored support, call a vendor or Drug Representative as soon as possible. Their financial support can be quite variable and the decision regarding the type/expense of the meal will be the decision of the vendor.
- Send speaker a confirming letter with program information. Obtain speaker’s speech title and description, CV, and special audio visual requirements.
- Get the word out! Prepare and mail, email, and post a promotional brochure with RSVP instructions to all chapter members. Post to your chapter website, ITNS website manager, on all nursing units and within the transplant center. Inquire if your program details can be placed on your hospital calendar.
- Meet with meeting room/restaurant staff and arrange for meal/refreshments, seating arrangements, speaker needs, registration table, and extra tables needed for chapter educational materials, etc.

- Receive reservations for the meeting.
- Prepare meeting agenda.
- Send meeting reminders to your members at regular intervals.
- Call the vendor, venue staff and speaker 2 weeks prior to the event and again a few days before the meeting to confirm all arrangements. It is always important to remind and confirm.
- Guarantee continuing education credit(s) will be ready by date of event.
- Guarantee number of reservations to meeting site.
- Develop a program/speaker evaluation form and sign-in sheets for meeting.
- Recruit chapter leaders/members to staff registration table and meet/greet members as they arrive.

The Big Event

- Prepare and bring to the venue at least one hour before the event:
 1. An alphabetical list of reservations
 2. Name tags
 3. Pens
 4. New membership applications (local chapter and international)
 5. Printed agenda for each participant
 6. Continuing Education Credit Certificates/Certificates of Attendance
 7. Cash box/receipts
 8. Program evaluations for each participant
 9. Sign in sheet
 10. Other materials as needed to set up registration table.
- Inspect and test audio/visual equipment.
- View the complete power-point presentation to avoid malfunction.
- Confirm meal timing with venue staff.
- Meet speaker, review agenda, audio/visual equipment and inquire about special needs.
- Greet participants, assist with registrations.
- Conduct introduction of speaker and sponsor. Remember to thank them for their participation several times throughout the program.
 - A format that seems to work well is to have the speaker give their presentation during the meal and follow up with the business meeting during dessert.
- Conduct business meeting and allow time for questions and discussion.
- Collect cash and check receipts, reconcile head count with meeting site manager.
- Collect registration information and maintain chapter records.
- Thank members for attending, collect evaluation forms, and distribute educational credits.

Follow-up

- Receive meeting invoice and approve for payment. Ensure all costs have been covered.
- Send thank-you letter to speaker and sponsor(s).
- Review program and speaker evaluations and suggestions for future chapter topics and meeting sites.
- Issue post meeting requirements to continuing education credit provider.
- Provide summary of program for chapter newsletter, website, and ITNS Account Coordinator, Muneeb Jaffry at mjaffry@itns.org.
- Debrief chapter board of directors. Discuss good ideas, failures and solutions. Prepare a report of *lessons learned* for future meetings.

APPENDIX A

International Transplant Nurses Society Chapter Educational and Business Meeting Checklist

Suggested time frames for planning and implementing a program are listed below. **Activity**

Action Item		Suggested Time Frame	Completion
1. Form a committee and identify a program, topic, date, location, speaker(s), budget and funding		12 weeks out	
2. Obtain commitment from speaker(s) and send letter of confirmation with program information.		10 weeks out	
3. Contact vendor, drug representative to request funding for program.		10 weeks out	

<p>4. Obtain information from speaker:</p> <ul style="list-style-type: none"> • Speech title and description • CV • Special requirements, supporting articles, references <p>Apply for CEU credits for program.</p>		8 weeks out	
<p>5. Schedule meeting room and audio/visual aids.</p>		8 weeks out	
<p>6. Send a “<i>Save the date</i>” notice to members.</p>		8 weeks out	
<p>7. Submit Event Form to place event in the ITNS Insider Newsletter (Click here to complete). Newsletter submission must be done prior to deadline of the newsletter. Contact Allison Begezda at abegezda@itns.org for deadlines.)</p>		6 weeks out	
<p>8. Mail, email, and post meeting announcement.</p>		6 weeks out	
<p>9. Receive reservations for meeting.</p>		ongoing	

14. Set up registration table.		Day of event	
15. Meet speaker and arrange speaker table/podium. Review audio/visual equipment with speaker. Test entire power-point presentation.		Day of event	
16. Greet meeting participants and assist with registrations.		Day of event	
17. Conduct introduction of speaker, guests, and participants.		Day of event	
18. Conduct question and answer sessions. Thank speaker, vendor, and participants for attending. Assure completion of evaluation forms. Distribute CEU certificates.		Day of event	
19. Custody of cash and check receipts - reconcile head count with meeting site manager.		Day of event	
20. Collect registration information and maintain in chapter records.		Day of event	
21. Thank you letter to speaker(s).		Within 1 week after event	
22. Receive meeting invoice and approve for payment.		As received	
23. Issue financial and narrative report of meeting. Discuss outcome of program/issues at next chapter BOD meeting.		At next chapter BOD meeting	

24. Provide summary of program to BOD as part of biannual report.		When biannual report due (April/October)	
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