



# Hosting a Regional Conference

## What you need to know

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- Identify the needs in planning an SGNA regional conference.
- List steps to successfully implement regional conference requirements.

# Lets get started, What do you do first ?

## Identify a Venue

- A venue that can provide contact hours or can submit to SGNA
- Type and size of venue to accommodate sufficient attendance and vendors.
- AV requirements.
- Requirements of the host.



# Develop a Budget

## Sample budget:

- Venue expenses: \$150.00 for the venue host
- Food & Beverage: \$400.00
- Audio visual: only if venue does not provide a conference area.
- Speaker honorarium: \$100.00 per speaker or token
- Name tags: \$50.00
- ABCGN fee for GI specific credit: \$50.00
- Brochure printing: \$100.00
- Brochure mailing: \$40.00
- Scholarships for state meeting or nationals : \$150.00

Total cost: \$1690.00



# Develop a Theme

- Therapeutics
- Pharmacology
- Disease process
- Emerging technology
- Infection control
- Develop your objectives for your program content.



# Speaker requirements

- Current CV
- Presentation
- Objectives
- Presentation outline
- Presentation references within 5 years
- Length of presentation.



# Brochure Development

- Cover page with Theme
- Venue information and directions
- Agenda
- Vendors supporting the conference
- Faculty
- Agenda objectives





# Vendor Requirements

- Requires W-9 Form with your regions tax ID number
- Letter of intent from your region
- Vendor submits the fee required by your region for vendor space.
- Conference budget if the vendor is a sponsor.



## During the Conference

- Speaker introductions
- Honorariums
- Registration Team
- Sign in sheet-3 copies required
- Food & beverage
- Raffles
- Evaluations and certificates



## Post Conference

- Thank you notes to Vendors and speakers
- Clean up committee
- Money from the raffle to treasurer
- Check with treasurer that all incoming fees have been satisfied.
- Evaluations tallied and summarized



# Summary

Review all steps of conference planning and implementation.

1. Secure a venue & Budget
2. Organize your team.
3. Align an agenda
4. Develop your objectives for your program content.
5. Vendor requirements
6. Brochure
7. CEU provider
8. AV
9. Evaluations and certificates
10. Develop a theme.



**A special invitation, Please join us for the 41<sup>st</sup>  
annual SGNA/FGS Joint Conference in Palm Beach, FL**





# Q&A

You have

## Questions

We have

## Answers

