

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



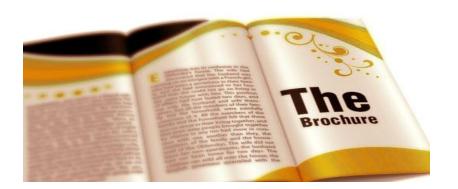
• Length of presentation.





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 41st annual SGNA/FGS Joint Conference in Palm Beach, FL





