



Constitution and By-Laws
Rules and Regulations
Manual

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
PURPOSE	1
MISSION, VALUES, AND VISION STATEMENTS	2
CONSTITUTION AND BY-LAWS	3
Name and Objectives	3
Membership	3
Structure	4
Executive Duties	4
President	5
President-Elect	5
Secretary-Treasurer	5
Vice-President Public Relations	5
Vice-President Education	5
Immediate Past President	6
Liaison Officers	6
Elections	6
Meetings	7
Finance	7
Committees	7
Amendments	7
MEMBERSHIP	9
Definition of Perioperative	9
Other Criteria	9
JOB DESCRIPTIONS	10
President	10
Provincial Level	10
National Level	11
President-Elect	11
Secretary-Treasurer	11
Vice-President Public Relations	11
Vice-President Education	12
Immediate Past President	12
Liaison Officer	12
COMMITTEES	13
POLICIES	13
Annual Meetings	13
Robert’s Rules	13
Annual Rules and Privileges	13
Rules of Order for Election of Officers	14
Elections	15
FINANCE	16
Membership Fees	16
Conference Funding Provision	16

N&LORNA FUNDING GUIDELINES 17

 Introduction 17

 Purpose 17

 Air Travel 17

 Ground Travel 17

 Transportation To and From Airports 18

 Registration and Hotel Accommodations 18

 Meals 19

 Advance Funds for Conferences 19

 Expense Accounts 19

 Expenses for the Executive 20

 Criteria for Conference Draws 21

ASSOCIATION SCHOLARSHIP FUND 23

 Purpose 23

 Criteria 23

 Process 23

 Awarding of Scholarship 23

 Scholarship Fund 24

 Perioperative Certification Funding 24

N&LORNA PROVINCIAL CONFERENCE HOSTING GUIDELINES 25

 Purpose 25

 Planning Committee Structure 25

 Exhibitors Committee 27

 Program Committee 32

 Guidelines for Moderators 37

 Guidelines for Monitors 39

 Social Committee 40

 Hospitality Committee 42

 Finance Committee 45

 Registration Committee 47

 Public Relations Committee 51

FORMS

 Scholarship Application Appendix 1

 Conference Funding Application Appendix 2

 Expense Report Appendix 3

 Budget Request Form Appendix 4

 Conference Speaker’s Information Sheets Appendix 5

 Speaker Evaluation Form Appendix 6

 Post-Conference Report Appendix 7

 Certificate of Attendance Appendix 8

 Conference Evaluation Form Appendix 9

PURPOSE

This manual has been provided to guide and inform members and the executive of N&LORNA of the various policies and guidelines regulating the association.

These rules and regulations may be changed by an affirmative motion from the membership at an Annual General Meeting.

N&LORNA is a member of ORNAC (Operating Room Nurses Association of Canada) and has adopted ORNAC's Mission, Values, and Vision Statements. (AGM '98/ORNAC AGM 2014)

Mission Statement

The Operating Room Nurses Association of Canada (ORNAC) is an organization of Perioperative Registered Nurses and associates dedicated to the:

- promotion and advancement of excellence in the provision of safe perioperative care for patients;
- professional growth, competence and personal enhancement of the ORNAC membership and
- progression of perioperative professional practice at a regional, provincial, national and international level.

Core Values

Promotion of Perioperative Excellence:

Leadership

We work together professionally to promote and advance our specialty.

Knowledge

We recognize and are committed to education, research, and Perioperative Practice Standards as essential components guiding our practice.

Competency

We advocate for all Perioperative Registered Nurses to become certified through CNA.

Continuous Quality

We strive to achieve excellence in perioperative practice and activities influencing our association.

Collaborative Partnerships

Respect

We recognize the worth, quality, diversity, and importance of each other and the patients we care for.

Diversity

We collaborate with nurses within our specialty, related organizations/agencies, and other disciplines that impact our practice.

Vision Statement

The Operating Room Nurses Association of Canada (ORNAC) is the **leader in perioperative practice & patient safety** through a strong, unified national association that enhances and advances the practice of Perioperative Registered Nurses & associates.

CONSTITUTION AND BY-LAWS

1. Name and Objectives

- 1.1. This organization shall be known as the Newfoundland and Labrador Operating Room Nurses Association. The Organization shall be affiliated with the Association of Registered Nurses of Newfoundland and Labrador as a special interest group.
- 1.2. The Organization shall hereafter be referred to as the “Council.”
- 1.3. The objectives of the Council shall be to:
 - 1.3.1. Provide the opportunity for its members to continue their professional growth thus providing better care for the patient undergoing surgical intervention.
 - 1.3.2. Promote communication between its members throughout the province.
 - 1.3.3. Promote implementation of National ORNAC Standards for Perioperative Nursing Practice. (AGM ‘98)
 - 1.3.4. Promote the Mission, Values, and Vision Statements of ORNAC. (AGM ‘98)
 - 1.3.5. Promote National Perioperative Nurses Day. (AGM ‘98)

2. Membership

Members of NLORNA are accepted as per ORNAC bylaws for Membership Section 3 <https://www.ornac.ca/en/about-us/our-bylaws>

A Canadian Perioperative Registered Nurse in accordance with the **ORNAC By-laws**, to become an ORNAC Member, an individual must:

Be a "Canadian Perioperative Registered Nurse" meaning a Registered Nurse licensed to practice within a Canadian province or territory; and

Have a field of practice focused on the perioperative continuum of care which focuses on but is not limited to education, leadership, research and advanced perioperative nursing practice in the settings of hospital operating rooms, ambulatory care, outpatient clinics, private/non-hospital surgical suites, physician offices and educational institutions.

3. Council Structure

- 3.1 A Provincial Executive shall administer the Council.
- 3.2 The Executive shall consist of the following officers:
 - 3.2.1 President
 - 3.2.2 President Elect
 - 3.2.3 Secretary – Treasurer
 - 3.2.4 Vice President Public Relations
 - 3.2.5 Vice President Education
 - 3.2.6 Immediate Past President

4. Executive Duties

- 4.1. The **President** shall:
 - 4.1.1. Preside over all meetings of the Council and Executive meetings.
 - 4.1.2. Be an ex-officio member of Adhoc committee(s).
 - 4.1.3. Make emergency decisions on behalf of the members, in consultation with the executive.
 - 4.1.4. Be a signing officer for the Council, with the Secretary-Treasurer.
 - 4.1.5. Be active in the annual membership drive.
 - 4.1.6. Act as an official spokesperson for the Council.
 - 4.1.7. Present a report at each Annual Meeting.
 - 4.1.8. Perform such other duties as usually pertain to the office of President.
 - 4.1.9. Liaise with ORNAC Provincial Director.
- 4.2. The **President-Elect** shall:
 - 4.2.1. Perform such duties as delegated by the President or the Executive.

- 4.2.2. Succeed to the President on expiration of the President's term of office.
 - 4.2.3. Assume the duties of the President in his or her absence.
 - 4.2.4. Perform such other duties as pertain to the office of the President-Elect.
 - 4.2.5. Be a signing officer for the Council, with the Secretary-Treasurer
- 4.3. The **Secretary-Treasurer** shall:
- 4.3.1. Record minutes of Executive and Council meetings.
 - 4.3.2. Keep a record of and conduct all correspondence pertaining to the Council.
 - 4.3.3. Provide an annual report.
 - 4.3.4. Obtain a current record of all members from Director.
 - 4.3.5. Receive and have charge of all funds and accounts of the Council.
 - 4.3.6. Pay all bills as approved by the Executive.
 - 4.3.7. Keep a yearly record of deposits and expenditures and present same at the Annual Meeting and upon request of the Executive.
 - 4.3.8. Sign all cheques, drafts, and all other orders for payment of money in conjunction with the President.
 - 4.3.9. Perform such other duties as usually pertain to the office of Secretary-Treasurer.
- 4.4. The **Vice-President Public Relations** shall:
- 4.4.1. Be responsible for communication to the members.
 - 4.4.2. Assist the Secretary-Treasurer as necessary.
 - 4.4.3. Provide an annual report.
- 4.5. The **Vice-President Education** shall:
- 4.5.1. Be responsible for assisting the Council meet its objective of providing professional growth for its members.

4.5.2. Act as an adviser to the Provincial Conference Planning Committee for the educational sessions.

4.5.3. Provide a report at the Annual Meeting.

4.6. The **Immediate Past-President** shall:

4.6.1. Act in an advisory capacity to the new Executive.

4.6.2. Be a non-voting member of the Executive.

4.7. All officers shall enter into their duties following the Annual Meeting at which they were elected.

4.8. The term of office shall be for two years with no member holding the same office for more than two consecutive terms.

4.9. If a vacancy occurs in an elective office, except the President-Elect office, between Annual Meetings, the Executive shall appoint an interim officer until the next Annual Meeting. If a vacancy occurs in the President-Elect office the membership shall elect a President-Elect at the next Annual Meeting or by an electronic ballot. (AGM '96)

4.10. Should the position status of any Executive officer change and that officer can no longer be described as an active ORNAC member, the remaining Executive will determine if the officer can continue in the position or must resign. This decision will be based on the best interest of the Council. (AGM '96)

5. **Elections**

5.1. Executive Officers shall be elected every two years at the Annual Meeting.

5.2. Elections shall be held by secret ballot and shall require a majority vote when there is more than one candidate running for an executive office.

5.3. Candidates may be nominated by:

5.3.1. Members from the floor at the Annual General Meeting or by proxy with signature from nominee.

6. **Meetings**

Provincial Membership meeting

- 6.1. A Provincial Meeting shall be held each year and shall be designated as the Annual Meeting. The place for the next Annual Meeting shall be decided by the membership by a majority vote at each Annual Meeting. The Provincial Executive shall be notified of the date and time of the meeting within one month. A Planning Committee chairperson shall be selected at each Annual Meeting.
- 6.2. A quorum for an Annual Meeting shall be fifty percent plus one of the registered voting delegates.

Executive meeting

- 6.3. Executive meetings are held monthly with the exception of July and August. There may be an occasion when a meetings is cancelled or rescheduled due to a holiday or provincial/national conference.
- 6.4. President will call a pre-conference Executive meeting within 2 weeks of the annual Provincial conference.
- 6.5. Three-fifths of the Executive constitute a quorum for any Executive Meeting.

7. **Finance**

- 7.1. An examination and review of financial records by a reputable certified public accountant (CPA) be carried out every two years. The CPA shall be selected by the executive.
- 7.2. The fiscal year of the Council shall be from January 1 to December 31 due to ORNAC affiliation agreement.

8. **Committees**

- 8.1. The creation and duration of committees shall be on an ad hoc basis as deemed necessary by the Executive and/or members of the Council.

9. **Amendments**

- 9.1. Amendments to the Constitution and By-Laws shall be proposed to the Executive at least one month before the Annual Meeting. The membership shall be notified of such proposals before the commencement of the Annual Meeting.
- 9.2. Amendments shall not be effective unless voted by a two-thirds majority of the registered voting delegates present at the Annual General Meeting.

MEMBERSHIP

Definition of Perioperative

Active members shall meet the definition of “perioperative” as defined by ORNAC.

A Canadian Perioperative Registered Nurse in accordance with the **ORNAC By-laws**, to become an ORNAC Member, an individual must:

Be a "Canadian Perioperative Registered Nurse" meaning a Registered Nurse licensed to practice within a Canadian province or territory; and

Have a field of practice focused on the perioperative continuum of care which focuses on but is not limited to education, leadership, research and advanced perioperative nursing practice in the settings of hospital operating rooms, ambulatory care, outpatient clinics, private/non-hospital surgical suites, physician offices and educational institutions.

Other Criteria

1. A member must reside in Newfoundland and Labrador.
2. All members, active and associate, shall meet the point system criteria to be eligible for provincial funding.
3. In order to be eligible for a provincial executive position, members shall be active for at least two years immediately preceding the time of nominations.

JOB DESCRIPTIONS

President

The President shall

Provincial Level

- 1.1. Assume the duties of President as outlined in the Constitution.
- 1.2. Review the Constitution and Rules and Regulations every two (2) years.
- 1.3. Represent N&LORNA at all National and Atlantic Operating Room Nurses conferences.
- 1.4. Determine goals and objectives for his/her term of office.
- 1.5. Prepare the agenda for executive meetings.
- 1.6. Prepare the agenda for the annual general meeting of N&LORNA.
- 1.7. Chair and conduct the Annual General Meeting.
- 1.8. Bring greetings from N&LORNA to all delegates at provincial conference opening ceremonies.
- 1.9. Following an election, chair and conduct an executive meeting with the old and new executives.
- 1.10. Write a letter, on behalf of the executive and the members, thanking the Planning Committee Chairperson.
- 1.11. Answer all correspondence promptly; date and file all communications received, and file electronically.

2. National

- 2.1. Promote ORNAC position statements; send to appropriate people; and publish statements in the provincial communication processes (i.e. Newsletters, social media)
- 2.2. Review the ORNAC eligibility list.
- 2.3. Respond in a timely manner to all ORNAC requests.

President-Elect

The President-Elect shall:

1. Assume the duties of President-Elect as outlined in the Constitution.
2. Conduct the election of officers at the Annual General Meeting.
3. Keep current on the activities of the associations (both N&LORNA and ORNAC), to help prepare for executive meetings and provincial conferences.

Secretary-Treasurer

The Secretary-Treasurer shall:

1. Assume the duties of Secretary-Treasurer as outlined in the Constitution.
2. Book teleconference in advance of scheduled meetings.
3. Record minutes of all executive and general meetings, and send a copy of all minutes to each N&LORNA executive member.
4. Keeps record of updated membership received from ORNAC.
5. Purchase stationery supplies etc. as needed.
6. Prepare a financial statement for N&LORNA.
7. Arranges for a financial review prior to exit of position on council and at request of the executive.

Vice-President Public Relations

The Vice-President Public Relations shall:

1. Assume the duties of Vice-President Public Relations as outlined in the Constitution.

2. Compile and communicate information to the members via newsletter, social media and/or email.
3. Monitors and revises the social media access to align with the annual membership lists from ORNAC.

Vice-President Education

The Vice-President Education shall:

1. Assume the duties of Vice-President Education as outlined in the Constitution.
2. Ensure current educational material is circulated to membership.
3. Encourage members to submit articles of interest to the newsletter, i.e. summaries of educational sessions attended or presented.
4. Be a member of the Conference Planning Program Committee.

Immediate Past President

The Immediate Past President shall:

1. Assume the duties of the Immediate Past President as outlined in the Constitution.
2. Assist the President with proposals and items requested from ORNAC Board or NL director.
3. Assist the President with the selection of nominees for elected positions.
4. Review Rules & Regulations binder
5. Historian Role

COMMITTEES

1. Committees shall be formed as required under direction of President.

POLICIES

Robert's Rules

All business of the Association will be conducted using Robert's Rules of Order.

Annual Meetings

If a quorum is not met at an Annual General Meeting, no voting will take place, just a discussion of the issues. An electronic email ballot will occur within thirty days (30) post annual meeting date.

NOTE: in the bylaws of this document it states 2/3rds of members to be present.

Annual Rules and Privileges

1. An agenda shall be provided for the business meeting.
2. A package of executive reports and other pertinent documents shall be distributed to the members at the start of the business meeting.
3. Speakers shall use microphones, address the chair and state their name.
4. Active and Associate members may speak to an issue, but only active members are eligible to vote.
5. Motions should be written, if possible, moved and seconded.
6. Members will not be permitted to enter or leave the meeting room while voting is taking place.

Rules of Order for Election of Officers

The President-Elect of N&LORNA conducts the election.

The order for election of officers is:

1. President-Elect
2. Secretary-Treasurer
3. Vice-President-Public Relations
4. Vice-President-Education

Non-voting delegates appointed as scrutineers are arranged prior to the voting process.

A count of voting members is done by the scrutineers (a show of hands) and is given to the President Elect.

The secretary-Treasurer records all results.

Members are asked not to leave until the elections are completed.

A door monitor is posted to control persons leaving or entering at the door.

Elections:

1. The President Elect declares the elections officially opened.
2. The names of the nominees obtained by the executive are presented to the members.
3. Nominees are called for from the floor and seconded. The members nominated accept or reject the nomination.
4. Nominations are called twice more from the floor.
5. A motion for nominations to cease is moved and seconded, then passed with a show of hands.
6. A secret ballot is used if more than one member is nominated for any office.
7. Steps 2 - 6 are repeated for each office.
8. The new executive is introduced.
9. A motion to declare the election closed is moved and seconded. The election is declared officially closed.
10. A motion that the ballots be destroyed is moved and seconded.
11. The scrutineers are thanked for their participation.

FINANCE

Membership Fees according to ORNAC bylaws.

1. Membership application/renewal forms are available on the ORNAC website www.ornac.ca,

Conference Funding

1. Full funding: cost associated with registration, hotel, transportation, banquet dinner, and compensation for meals as per RNUNL collective agreement.
2. National Conference. As the funding for the President and Past President, or the President and the President-Elect is not covered by ORNAC as of 2013, funding for these positions will be covered by N&LORNA. (AGM, Oct 2016)
3. National Conferences. Full funding to all members selected to attend National Conferences.
4. Atlantic Conferences. Full funding to all members selected to attend Atlantic Conferences. Full funding for the President or designate.
5. Provincial Conferences. Full funding will be provided for the executive to attend the provincial conference and the executive meeting prior to the conference.
6. Provincial Conferences. N&LORNA will contribute \$500 (on request) from the provincial account, to the Planning Committee for the Annual Provincial Conference.
7. ARNNL Annual Meeting. Full funding for the President or designate.
8. NL Director. Full funding for the incoming NL director be provided by NLORNA Provincial funds for attendance at the ORNAC board meeting preceding their term in office.

N&LORNA FUNDING GUIDELINES

Introduction

One of the objectives of N&LORNA is “to provide the opportunity for its members to continue their professional growth”. This is done in a variety of ways, such as:

- Recruitment of members
- By holding an annual conference
- Electronic publication of educational articles, and email communications.
- By encouraging members to attend Provincial, Atlantic, and National Operating Room Nurses Conferences
- Promoting National Perioperative Certification

N&LORNA believes that members should be encouraged to participate fully in the running of the Council, and in so doing, contribute to the success of the Council. In return, members have the opportunity to apply for funding to attend conferences, etc.

This document sets forth guidelines for funding and a mechanism for selecting members to attend conferences; a points system and criteria for its use.

Purpose

To determine allowable expenses for both the Executive and the member(s).

Air Travel

1. The delegate shall organize travel arrangements either by self or through another agent or venue.
2. Excursion rates or seat sales **MUST** be utilized. Seat selection fees will not be covered by N&LORNA.
3. Flight dates, times and costs shall be forwarded to the Secretary-Treasurer, who will send payment to cover air travel expenses.

Ground Travel

Car travel is appropriate for short distances e.g. Grand Falls to Corner Brook. Delegates wishing to travel otherwise will receive the corresponding mileage monies only, (as per

RNUNL contract). **EXCEPTION:** where time is a factor, and at the discretion of the Executive, air travel is considered more appropriate.

Transportation To and From Airports

1. Available complimentary limousine service must be used. Delegates doing otherwise are responsible for cost of same.
2. Where taxis/buses are necessary, the least expensive cost will be allowed.
3. Delegates are expected to share transportation whenever possible.

Registration and Hotel Accommodation

1. The delegate shall complete the registration form and submit receipt for reimbursement it to the Secretary-Treasurer. It is the responsibility of the delegate to complete and submit this form to the Secretary-Treasurer prior to the pre-registration deadline.
2. The delegate shall be responsible for his/her own hotel reservation in correspondence with executive.
3. Hotel rooms shall be shared whenever possible, to a maximum of two people per room.

Meals

1. Delegates are expected to avail of all sponsored meals and deduct these from their daily meal allowance.
2. The banquet ticket will be included with the registration fee and will be considered the evening meal part of that day's meal allowance.
3. The daily maximum meal allowance will be as per RNUNL contract, and does not include alcoholic beverages or tips.

Advance Funds for Conferences

The delegate shall submit a request for funds for conference expenses to the Secretary-Treasurer as soon as possible. The Secretary-Treasurer shall then forward payment to the delegate.

Expense Accounts

1. The delegate shall submit a report of his/her expenses on the N&LORNA Expense Report Form. This report must be submitted within a month of the conference/meeting.
2. All applicable receipts must be attached, e.g. air ticket, hotel bill, taxi receipts, registration receipt, etc.
3. Expenses incurred prior to, or after the conference dates (unless previously approved by the Executive) are the responsibility of the delegate e.g. the Executive may approve expenses for a Saturday, for a conference starting on Sunday, if the air fare was sufficiently lower due to seat sale prices.
4. Surplus of advanced funds must be returned to the Secretary-Treasurer with the expense report.

Expenses for the Executive

1. The Council shall be responsible for expenses incurred by any Executive member attending meetings or conferences on its behalf.

National OR Conference	President and Past President or President-Elect
Atlantic Conference	President or designate
Provincial ORNAC Board Director	ORNAC Board related duties covered by ORNAC Funding
ARNNL Annual Meeting	President or designate

All Executive members will be funded for the annual Executive Meeting (may be held prior to the conference). These expenses include air/ground transportation to/from the location, meals for the day of the meeting and one night's accommodation.

The president will be fully funded and the Executive funded for shared accommodation for the duration of the conference. Registration is complimentary from the host planning committee. (AGM '95)

Criteria for Conference Draws

Depending on the availability of funds, the Executive reserves the right to select from the General Membership (Active and Associate).

1. Delegates must be members in good standing for one (1) or two (2) consecutive “years”, depending on the conference applying for.
 - 1.1. National Conference - two consecutive years back from the deadline date for applications.
 - 1.2. Atlantic Conference - one year back from the deadline date for applications.
2. Draws for conferences will be held at least three (3) months prior to the conference date. The deadline date for applications for the draw will be two (2) weeks pre-draw date. A draw may need to be earlier than 3 months to facilitate staff leave, transportation and accommodations
 - 2.1. If two(2) delegates are to be sponsored,
 - I. The first application shall be drawn from Zone I (St. John’s) and the second application shall be drawn from Zone II (remaining areas in NL ,outside St. John’s)
 - 2.2. If three (3) delegates are to be sponsored...the first application shall be drawn from Zone I (St. John’s) and the second application shall be drawn from Zone II (remaining areas in Newfoundland and Labrador, outside St. John’s). The third application shall be drawn from the total entered applications from Zone I and II

Zone I and Zone II will be designated to reflect an even balance of eligible members. (AGM ’97)

3. Delegates must show evidence of past and present active participation in N&LORNA activities, demonstrated by accumulating a minimum of twelve (12) points in the 2 years preceding the deadline date for applications.
4. Delegates may carry over half the number of points they accumulated in the year prior to the draw, to a maximum of six (6), to the next draw.
5. Delegates must apply in writing to the Executive on the appropriate completed and signed application form.
6. Delegates from smaller centers who have not accumulated the required number of points should still apply, and will have their application considered on an individual basis. (AGM ’94)

7. Members selected as delegates may not apply for funding for the next two (2) draws in the category they were selected. in order to give other members a fair chance. Members can reapply for funding every third draw.
8. If a member is unable to attend due to unforeseen circumstances (i.e., work commitments) he/she will be eligible for subsequent draws. Alternates will be selected.
9. Delegates selected **MUST** submit a report one month post conference for distribution to the members. Failure to submit report will result in the member **NOT** eligible for future draws for a minimum of five years.

ASSOCIATION SCHOLARSHIP FUND

Purpose

The purpose of the N&LORNA Scholarship Fund is to assist N&LORNA members, active and associate, to further their education.

Scholarship Funding

The amount of money awarded yearly will be determined by the N&LORNA Executive, to a maximum of \$500.00 per year per success.

The scholarship will be awarded for any endeavor in the field of nursing.

Examples:

1. Towards a BN or MN
2. Post-graduate studies for OR/PACU nursing
3. Any other OR/PACU related courses

Criteria

1. Must be a member of N&LORNA for a minimum of two years.
2. Must be employed in the area of OR/PACU nursing.
3. Applicant must be active in N&LORNA activities, and a member in good standing
4. Funding will not be available for any repeat courses, which the applicant has previously failed.

Process

1. Complete application form and submit to N&LORNA President by June 30th.
2. Include a list of N&LORNA involvement.
3. Submit reference letters from immediate supervisor and local chapter.

Awarding of Scholarship

1. Recipient(s) of scholarship(s) will be decided by the Executive of N&LORNA at the Executive meeting held prior to the Annual Provincial Conference. *If more than one member applies there would be a draw to determine successful applicant.*

2. A member can receive the scholarship in consecutive years pending no other applicant.
3. Successful applicant(s) will be announced at the Annual Provincial Conference.
4. Prior to funds being released, proof of registration in the program must be submitted to the N&LORNA Executive.

Perioperative Certification Funding

Initial writing: Each applicant will be awarded \$100 to defray the cost of writing the “initial” Perioperative Certification Exam.

1. Applicant must be a member of N&LORNA for two years prior to funds being released.
2. Proof of certification registration must be submitted to the Secretary-Treasurer of N&LORNA. (AGM ‘95)

N&LORNA PROVINCIAL CONFERENCE HOSTING GUIDELINES

Purpose

The guidelines have been developed to assist Planning Committees in planning and hosting N&LORNA Provincial Conferences. They are presented as suggestions only, and are designed to be modified or added to, as the Planning Committee sees fit.

It is recommended that the guidelines be formally reviewed by N&LORNA every four years, based on suggestions from the membership, and previous Planning Committees.

Planning Committee Structure

Planning Committee

The Planning Committee shall:

1. Organize the provincial conference.
2. Follow established guidelines for conference planning.

Note 1. The Chairperson is selected at the Annual General Meeting, usually from the area hosting the conference.

Note 2. One member from the previous planning committee shall be designated as a resource person.

3. The Planning Committee, in conjunction with the Provincial Executive, shall decide the registration fee for provincial conferences.

The guidelines have been developed for seven committees, some of which may be combined.

It is recommended that the Planning Committee consist of a Chairperson and co-chair and a minimum of four others e.g.:

- Program/education
- Exhibits
- Hospitality and social events
- Publicity, finance and registration

The Chairperson has overall responsibility for planning the conference. He/she should:

- Extend an invitation to the National President to attend; Complimentary Registration and Hotel Accommodations provided by the Host Committee. Invite representatives of exhibitors, mayor, government, RNUNL, and ARNNL to attend opening ceremonies.
- Ensure the Planning Committee meets on a regular basis
- Arrange for minutes to be taken at meetings
- Ensure the various committees do their jobs (see guidelines)
- Assist other committees, as necessary
- Report to the Provincial Executive (attends teleconference executive meetings pre and post conference)
- Report to the provincial membership via email
- Order flowers for the head table(not mandatory)
- Ensure a budget is prepared for the conference
- Ensure a post conference report and financial report are submitted to the Provincial Executive within two to three months post conference
- Ensure a post conference report is sent to the next planning committee within two to three months post conference
- Include in the report copies of thank-you and other letters as guides for the next planning committee
- Preside over the opening and closing ceremonies

Exhibitors Committee

This committee is responsible for organizing all aspects of the exhibits. It should work closely with the exhibitors themselves.

1. Committees

- 1.1. Minimum of three people
- 1.2. Chairperson - can be Chairperson of Planning Committee or someone who knows some of the exhibitors, or deals with them on a regular basis
- 1.3. Co-chair or designate (in case of illness)
- 1.4. Local exhibitors representative

2. Hotel Exhibit Space

- 2.1. Very early need to view prospective exhibit space to see if adequate room size; ceiling height; accessibility for delegates, exhibitors and equipment; availability of electrical outlets, etc.
- 2.2. Booth space 8 ft. x 8 ft. or 8 ft. x 10 ft. (decide on size)
- 2.3. Draw up floor plan and decide on maximum number of booth spaces that can be accommodated
- 2.4. Decide on how many (if any) double booths in conjunction with exhibitors rep.
- 2.5. Number the booths on the floor plan
- 2.6. Room for exhibits needs security, i.e. doors lock, or hotel/place provides security person
- 2.7. All exhibits should be in same room, if possible
- 2.8. Find out what hotel/place provides for each booth space; table (size), chairs, extension cords, etc.
- 2.9. Is there a charge for exhibit space, electricity, extension cords, etc. If so, include in exhibitors fees. Have exhibitors pay hotel directly for special/extra requirements.

3. Fees

- 3.1. When deciding fees for exhibits, have them high enough to give a reasonable income (e.g. 50% of total conference intake), but not too high to deter exhibitors (distance to travel and Saturday conference)
- 3.2. Fees should include everything, e.g. if having exhibitors wine and cheese party, allow for this in basic fee, don't ask for x dollars a month before the conference. No hidden charges, let the exhibitors know what they are getting/providing for their money
- 3.3. Decide on date for payment of fee; full fee required to reserve booth space
- 3.4. Decide on cut-off date for refunds if company cancels;
E.g. if cancel before date - full refund
if cancel after date - x dollars not refunded (e.g. \$50.00)

4. List of Companies

- 4.1. Need updated list of companies; addresses and names of people (local, provincial, regional, and/or national representatives)
- 4.2. Can get list from last planning committee, hospital purchasing agents, OR supervisor, business cards, other conference programs
- 4.3. Very important to get company name correct, full name, spelling, etc.
- 4.4. Do up master list of companies (alphabetical)

5. Exhibit Hours

- 5.1. Decide on exhibit hours
- 5.2. Minimum exhibit hours - two hours per day; maximum - three hours per day
- 5.3. Do not schedule any other sponsored event during scheduled exhibit hours (e.g. sponsored luncheon/event)
- 5.4. Companies prefer a block of time for exhibits, rather than several times during the day, so they can schedule other appointments. Consider various times for exhibit times e.g. 1000 - 1200 or 1230 - 1430, don't have to have over lunch period.

6. Invitation to Exhibit Letter (See APPENDIX for draft letter)
 - 6.1. As early as possible write to exhibitors inviting them to exhibit; use a form letter; include registration form, floor plan, return address and contact person, and general information. Send to local representatives as well as regional/national representatives.
 - 6.2. Under general information include:
 - 6.2.1. Where and when conference is, and anticipated number of delegates
 - 6.2.2. How many booths (single and double) are available
 - 6.2.3. Size of booth, ceiling height, what is provided (tables, chairs, etc.)
 - 6.2.4. How booth spaces are allocated - usually **FIRST COME, FIRST SERVED**, but Exhibitors Committee has final say
 - 6.2.5. Fees and what they include
 - 6.2.6. Payment to reserve booth space (no money, no booth)
 - 6.2.7. Deadline date for reserving booth
 - 6.2.8. Deadline date for refunds for cancellations
 - 6.2.9. Who to make cheque payable to
 - 6.2.10. Exhibit hours, set up times for exhibits, registration times for exhibitors
 - 6.2.11. Hotel room rates
 - 6.2.12. Name and phone number of contact person
 - 6.3. When replies come in, date when received and keep record; reply as soon as possible (form letter) to acknowledge receipt of letter and money, and to confirm booth number allocated; include receipt for money received.

7. Exhibitors' Rules and Regulations

- 7.1. Ask if hotel has any rules for exhibitors
- 7.2. Draw up exhibitors' rules and regulations in conjunction with exhibitors' representative(s).
- 7.3. Send to all exhibiting companies.

8. Sponsors

- 8.1. Decide what sponsorship is required e.g. speakers, breakfasts, coffee breaks, lunch, etc..
- 8.2. Send Request for Sponsorship form to all companies (can include with invitation to exhibit); give per person cost and include taxes and service charge in cost of meals, etc.; give name and approximate cost of speaker.
- 8.3. Write companies who have previously sponsored and ask for specific things.
- 8.4. Get sponsorship offers in writing, if possible.
- 8.5. Follow up by personal contact.

9. Registration

- 9.1. Separate registration desk/table for exhibitors.
- 9.2. Must show company/business card to identify self.
- 9.3. Exhibitors do not necessarily need conference name tag, company one will do (cheaper), but must wear name tag.

10. Official Opening of Exhibits

- 10.1. Have official opening; keynote speaker or other invited guest could do the honors.
- 10.2. Introduce the exhibitors' representative during the opening session of the conference, and have her/him say a few words and invite the delegates to view the exhibits.

11. Other

- 11.1. Establish budget for committee at early meeting.
- 11.2. Exhibitors to be responsible for making own hotel arrangements for rooms/suites.
- 11.3. Decide if you want to have other hospital staff visiting the exhibits (e.g. doctors, central supplies personnel, physician assistants) and when i.e. separate times; discuss with exhibitors' representative(s).
- 11.4. Exhibitors invited to attend educational sessions.
- 11.5. Schedule time for exhibitors' meeting; consider exhibitors' evaluation sheet.
- 11.6. One Dinner and Dance ticket per booth. If more are required, they must be purchased.

Program/Education Committee

This committee is responsible for organizing all aspects of the educational program, including running the educational portion of the conference. Teleconferences will be held with the Vice-President Education throughout the planning of the educational program.

1. Committee:
 - 1.1. Minimum of two people
 - 1.2. Chairperson - Helpful to have someone who has experience presenting lectures/in-services, etc., if possible.
 - 1.3. Need co-chair or designate in case of illness.
 - 1.4. Vice-President Education.
2. Educational Program:
 - 2.1. Ensure a theme is chosen (not entirely necessary).
 - 2.2. Use suggestions for topics from previous conferences; get other suggestions as well.
 - 2.3. Minimum of 50% nursing content in program, i.e. encourage presentations by Perioperative nurses.
 - 2.4. Draft tentative program; consider:
 - 2.4.1. times, breaks, liaise with exhibitor's committee for exhibit times.
 - 2.4.2. adequate time for business session
 - 2.4.3. consider concurrent sessions; panel presentations.
 - 2.5. Decide on prospective speakers; get volunteers.

- 2.6. **Contact** speaker(s) requesting their services, include:
 - 2.6.1. what conference is, where being held (city and place), dates.
 - 2.6.2. number of delegates expected (target audience)
 - 2.6.3. topic you want presented, time of presentation, length of presentation
 - 2.6.4. ask what, if anything, they charge for speaking
 - 2.7. Set objectives for speakers - what you want covered; be as specific as possible e.g. don't ask for presentation on a general topic like asepsis when what you want is tips on maintaining a sterile field under a variety of situations/conditions.
 - 2.8. When speaker agrees to do presentation, confirm in writing and send them your objectives; these will serve as an outline on which the speaker can base his/her presentation.
 - 2.9. When deciding times of presentation, consider time of day e.g. dynamic speaker or big name speaker after lunch or early morning (to draw the crowds!!).
 - 2.10. When deciding length of presentation, consider depth of topic you want covered, whether or not there will be questions and answers, and if there will be discussion.
 - 2.11. Prepare outline of tentative program, send out to all hospitals at least two to three months before conference.
3. Speakers
- 3.1. Find out from speakers their A/V requirements; good idea to tell them what you have available e.g. LCD unit; screen or wall; **microphone**; pointer (lighted); movie projector; flip chart and pens; etc.
 - 3.2. Obtain CV (Curriculum Vitaé) for introduction of speaker; get correct name spelling and qualifications for program.
 - 3.3. Find out if hotel accommodations required and book same.
 - 3.4. Find out if you can **record** speaker's presentation; and if exhibitors/press can sit in on session.

- 3.5. Keep in contact with speaker (phone or e-mail); send copies of all mail-outs.
 - 3.6. Send copy of tentative program and invite to whatever events taking place e.g. free dinner and dance ticket.
 - 3.7. Find out when speaker arriving; arrange to meet, if necessary, (let know who meeting) take to hotel and assist as necessary.
 - 3.8. If local speaker, request arrive 30 minutes before presentation due; designate someone to meet, take care of coat, etc.
 - 3.9. Take to conference room, help set up A/V aids (TEST) and check working; review order of events i.e. introduction of speaker and topic by chairperson of session; seating of latecomers; handling of Q's & A's; time monitoring; closing by chairperson.
4. Program
- 4.1. Design cover (with Public Relations and/or Planning Committee)
 - 4.2. Include:
 - 4.2.1. list of Planning Committee, list of Provincial Executive
 - 4.2.2. education program topics, speakers, times, places, speaker profiles
 - 4.2.3. exhibitors list (get from exhibitors committee)
 - 4.2.4. floor plan of exhibits
 - 4.2.5. list of donors (and donations received)
 - 4.2.6. registration times and place (get from registration committee), prices for registration, dinner and dance tickets, etc.
 - 4.2.7. time and place of meetings (Provincial Executive, Exhibitors)
 - 4.3. Have programs compiled and printed.
 - 4.4. Arrange to borrow/hire A/V aids as needed.
 - 4.5. Arrange for someone to take pictures.

5. Gifts

- 5.1. If the speaker requests honorarium, depends on who it is and where they come from; suggest \$50-\$100 (nationally \$100-\$200).
- 5.2. All speakers should receive small thank-you something; suggest small gift or dinner and dance ticket; amount spent depends on length of presentation e.g. five presenters in one hour vs. one presenter for 1 ½ hours). Suggest \$20-\$30).
- 5.3. Free registration to speakers who are N&LORNA members, at the discretion of the planning committee.

6. Evaluation Forms

- 6.1. Copy and distribute the Evaluation Form found in the N&LORNA Manual (appendix 7).
- 6.2. Hand out forms as people enter session and collect at end of session, or place boxes by the door for people to place their forms in.
- 6.3. Chairperson for each session to remind people re filling out evaluations and passing them in at the end of session.

7. Conference Day(s)

- 7.1. Need session chairperson/moderator to introduce and thank speaker(s) and to introduce topic; to direct questions to speaker and relay to audience, if written; to help keep time; to make announcements e.g. exhibits, evaluation forms, next session, etc.; glass of water for speaker.
- 7.2. Need door monitors to close doors; work lights; collect evaluation forms; monitor heat, noise, etc.
- 7.3. Help A/V people to run aids for speaker, if required; to help set-up aids; to change bulbs and do minor repairs; to check aids during breaks and before use.
- 7.4. Start session **on time** and try to end on time.
- 7.5. Need door closing policy - suggest doors close on time and open 10-15 minutes into session to let in latecomers (ensure chairperson and speaker know this).

8. Post Conference

- 8.1. Write thank-you letters to speakers.
- 8.2. Write thank-you letters to all involved; chairperson, monitors, lenders of A/V equipment, etc..
- 8.3. Do summary evaluations of each session; send copy to speaker(s), if requested, send copies to next conference hosts.
- 8.4. Send topic suggestion from evaluation forms to next hosts within two months of end of conference.

9. Other

- 9.1. Draft budget for conference at early meeting.
- 9.2. Use the term **CONFERENCE** vs. **CONVENTION**.

Guidelines for Moderators

Please find enclosed biographies and A/V needs for your session.

The guest speaker is _____

1. Meet with Monitors ten minutes prior to the session.
2. Ensure that all A/V equipment is available. The A/V needs noted for this session have been:

3. Ensure that the guest is informed of the closed door policy and to expect the doors to be opened at the ten minute interval into their session.
4. Ensure that there is water and glasses on the podium.

START ON TIME

1. Introduce yourself; your position; hospital; and location.
2. Pass on announcements.
3. Introduce the guest, including information from their autobiography and their topic.
4. Remain seated at the platform during the session; assist with A/V needs, if necessary.
5. Chair the question/answer period. Questions may have to be relayed or repeated.
6. Thank the speaker and present the gift at the end of the session.
7. Remind delegates of the time and place(s) of the next presentations

Ask delegates to complete the evaluation forms.

Remind delegates to visit the exhibits.

Finish the session with any further announcements.

8. Escort the speaker out to the reception hall.
9. Collect completed evaluation forms and forward to the Education Committee.

Any issues or concerns, contact the Education committee

Any issues with audio visual equipment, a representative will be present to assist

Guidelines for Monitors

1. Meet with the Moderator ten minutes prior to the session.

Familiarize yourself with the lighting and heating of the room.

The Moderator may require you to assist with A/V needs or to ensure that water and glasses are at the podium.
2. Pass out evaluation forms and place on tables prior to delegates entering sessions. Exception: forms may be included in conference manual.
3. Adjust lighting and heat, if necessary, during the session.
4. Close the doors at the start of the session. One monitor will remain inside the salon while one monitor will remain outside the door. Ten minutes after the session has started, open the door to allow late-comers to enter. The door will remain closed during the rest of the session.
5. Take any written questions to the Moderator during the session, if needed.
6. Keep noise level to a minimum.
7. At the end of the session, open doors and collect evaluation forms.
8. Return forms to the Moderator.
9. If Conference Evaluation Form is used, the monitor of LAST session of conference should collect.

Social Committee

This committee is responsible for organizing and running all social events of the conference. It should work closely with the Hospitality Committee.

1. Committee

- 1.1. Minimum of three people.
- 1.2. Chairperson and co-chair or designate in case of illness.
- 1.3. Can be combined with Hospitality Committee, if desired.

2. Events

- 2.1. Decide on the number and type of social events; depends on the number of nights available; consider wine and cheese and dinner and dance.
- 2.2. Consider dinner and dance on Friday vs. Saturday night so people can go home when education sessions have finished.
- 2.3. Consider theme for dinner and dance, if desired.
- 2.4. Decide on times for events, dress, cash bar or no, music and/or entertainment.
- 2.5. Consider skits (a great N&LORNA tradition)

3. Entertainment

- 3.1. Decide source of entertainment; find out costs; tentatively book.
- 3.2. Confirm booking when approved by Planning Committee.
- 3.3. Make list of equipment, decorations, supplies needed for each evenings events; start collecting these, submit list to hotel of what you need from them (microphones, staging, etc.).
- 3.4. Tour hotel facilities for social events to see if suitable for size of group and activities being planned.
- 3.5. Decide on decorations (**optional**) for each event; check with hotel if okay to use; collect as necessary.
- 3.6. Decide on prizes (**donations**) - door prize, spot dances, best costume, etc. Get donations, if possible assemble and wrap prizes.

4. Program

- 4.1. Draw up social events program; include times, location, dress, cash bar, type of event, type of entertainment.
- 4.2. Submit to Program Committee for inclusion in conference program.
- 4.3. Also give to Public Relations Committee for them to send out with publicity information pre-conference.
- 4.4. Consider the exhibitors; they should be included in all social functions.

5. Other

- 5.1. Do up budget for all social events at early meeting.
- 5.2. Entry to all social events by registration tag only.
- 5.3. Print Dinner and Dance tickets with one color for exhibitors and another color for delegates.
- 5.4. Liaise with Registration Committee to decide who sells dinner and dance tickets and when e.g. at registration.
- 5.5. Arrange dinner and dance tickets to be collected at door, especially if having door prize.
- 5.6. Decorate rooms, as necessary (optional requirement)
- 5.7. Consider memento for delegates, possibly in keeping with theme (e.g. buttons, T-shirts, hats, etc.) (optional unless donated).
- 5.8. Liaise with Finance Committee and get cheques to pay entertainers at end of event for performance.
- 5.9. Organize spot dances, competitions, draw for door prize, etc.
- 5.10. Post-conference write thank you letters to all performers and other appropriate people.

Hospitality Committee

This committee is responsible for organizing hospitality for delegates and exhibitors. It can be a standalone committee or liaise closely with the Social Committee, and the hotel.

1. Committee
 - 1.1. Minimum of three people.
 - 1.2. Chairperson and co-chair or designate in case of illness.
 - 1.3. Can be combined with Social Committee, if desired.
2. Hotel
 - 2.1. Correlate dates for conference with hotel; have alternate dates in case hotel already booked.
 - 2.2. Need block of rooms (suggest 25-50 minimum) and space for conference; education sessions, exhibits (one room for this, if possible) and registration; hotels sometimes give one room free for every so many booked.
 - 2.3. Book block of rooms and find out cut-off date for reservations. Book rooms for N&LORNA Executive (Friday & Saturday). Confirm with N&LORNA Secretary-Treasurer.
 - 2.4. Arrange boardroom for Executive meeting prior to conference if required.(check with the Executive).
 - 2.5. Discuss room arrangements for educational sessions and exhibits.
 - 2.6. Get confirmation in writing of all rooms booked and charge/no charge for these facilities.
 - 2.7. Place on the facebook page, and e-mail each member the name of the conference hotel, the room rates and cut-off date for reservations; include if available, the hotel e-mail address and telephone number.
 - 2.8. Discuss and finalize room rates with hotel; have them specify number and size of beds per room and if there's a charge for extra people/beds per room; get this in writing.
 - 2.9. Find out if there is a charge for meeting rooms, exhibit space, etc.; get this in writing.
 - 2.10. Arrange room for luggage for late departures.

2.11. Arrange for flagpole for opening ceremonies.

3. Meals

3.1. Obtain menus and price lists from hotel.

3.2. Decide what will be provided/sponsored and work out cost per person; include tax, GST, and service charge in this cost.

3.3. Dinner and dance - decide on menu and cost per person, and approximate number of people (consider invited guests).

3.4. Wine and Cheese - consider this and who for, delegates and exhibitors; liaise with hotel re choice of wines, cheese, etc.; cost per person, estimated numbers of people.

3.5. Coffee/nutrition breaks - timing of, how many for, what served, location, cost per person.

3.6. Liaise with Social Committee re bar services required for various social events, consider extended bar hours, permits, etc.

3.7. If having sponsored/free meals consider tickets; give them out at registration, and have someone collect them at the door.

3.8. Find out from hotel deadline for numbers for meals, etc.

3.9. Give hotel any special requests for seating set-ups (liaise with the Social Committee).

3.10. For dinner and dance, consider separate tables for Planning Committee, Provincial Executive, and invited guests; ? head table required.

4. Transportation

4.1. Consider providing transportation from airport, bus, etc. to hotel for delegates, and for return trip after conference.

4.2. Arrange transportation to educational sessions and back, if in different location.

4.3. Arrange transportation if providing tours of OR.

5. Other

- 5.1. Establish budget for meals, breaks, transportation, etc. at early meeting.
- 5.2. Consider information/hospitality booth in registration area; local city information maps, restaurants, clubs, shops, etc.
- 5.3. Consider having message board in registration area.
- 5.4. Delegates to be responsible for making their own room arrangements with the hotel.
- 5.5. Post-conference, write thank you letters to hotel people, etc.

Finance Committee

This committee is responsible for all the financial aspects of the conference. It should work closely with the Registration Committee. If no finance committee formed the following responsibilities fall under the Co-chair of the conference.

1. Committee
 - 1.1. Minimum of two people.
 - 1.2. Chairperson or designate.
 - 1.3. May be combined with Registration Committee.
2. Budget
 - 2.1. Make up budget for the conference using input from all other committees.
 - 2.2. At intervals through the planning process, refer to budget to see if within allowed limits.
3. Banking
 - 3.1. Open bank account - usually get starting funds from N&LORNA. **Set up bank account as NLORNA Provincial conference 20XX**
 - 3.2. Designate signing officers for accounts - suggest conference chairperson, finance chairperson and one other (as alternate).
 - 3.3. Determine the type of account - try and choose an account that provides free cheques and the best rate of interest.
 - 3.4. Obtain supply of cheques.
 - 3.5. Consider short-term deposits if they give better rate of interest than account chosen; keep some funds in account for sundry expenses.
 - 3.6. Receive monthly bank statements and give financial report at Planning Committee meetings.
 - 3.7. Deposit cheques, cash, etc. shortly after being received.

4. Accounts

- 4.1. Consider banking via e-mail.
- 4.2. Keep records of all monies received and disbursed.
- 4.3. Ensure all purchases etc. are supported by receipts, and keep same.
- 4.4. Purchase receipt book and issue receipts for all conference monies received.
- 4.5. Arrange for all committees to have petty cash as needed (e.g. money for stamps, envelopes, etc.).
- 4.6. Arrange with hotel for safe keeping of registration and other money.
- 4.7. Purchase or borrow cash box for use at registration.
- 4.8. Provide “float” for registration and ticket sales.
- 4.9. Arrange for payment of bills as they become due (e.g. meals, entertainment, speakers, etc.).
- 4.10. If returned cheques received, bill the person who gave the inadequate cheque and add on bank charges; these should not come out of Planning Committee funds.

5. Post-Conference

- 5.1. Pay outstanding bills.
- 5.2. Close out account at bank; send 60% of net income to N&LORNA treasurer within two to three months of the conference and retain 40% for the host branch of N&LORNA.
- 5.3. Do detailed financial statement and send to N&LORNA treasurer within two months of the conference.

Registration Committee

This committee is responsible for all aspects of registration of delegates to the conference. It should work closely with the Finance Committee.

1. Committee
 - 1.1. Minimum of two people.
 - 1.2. Chairperson or designate.
 - 1.3. May be combined with Finance Committee.
2. Registration Forms (See Appendix for draft form)
 - 2.1. Design form, if needed, which should include such things as:
 - 2.1.1. Name, location, and dates of conference.
 - 2.1.2. Registration fees; cost of dinner and dance.
 - 2.1.3. Space for applicant's name, address, and hospital.
 - 2.1.4. Days/functions attending.
 - 2.1.5. Who to make cheque payable to.
 - 2.1.6. Where to send registration form.
 - 2.1.7. If decided to provide transportation, need space on form to indicate if transportation required.
 - 2.1.8. Submit dates in newsletters or on social media.
 - 2.1.9. E-mail out forms with tentative program (liaise with Public Relations and Program Committees) at least two to three months pre-conference.
 - 2.2. Registration fees decided by Planning Committee and should be approved by Provincial Executive.
 - 2.3. Free registration for Provincial Executive and National President.

- 2.4. At the discretion of the Planning Committee, registration MAY be waived for:
 - 2.4.1. Speakers who are N&LORNA members
 - 2.4.2. Planning Committee chairs/co-chairs
- 2.5. Registration times decided by Planning Committee.
3. Name Tags (May want to get donation for these- costly)
 - 3.1. Obtain name tags - consider hang-on vs. Pin-on types.
 - 3.2. Distinguish between voting and non-voting delegates on name tags e.g. different colours, stamp (available from previous Planning Committee). Obtain membership list for Provincial president/ secretary
 - 3.3. Identify Planning Committee and N&LORNA Executive members e.g. ribbons.
 - 3.4. Decide if using back of name tag as registration receipt vs. Written receipt (cheaper) - “paid” stamp available from previous Planning Committee. (If using receipts, it is easier to keep a count of delegates).
4. Registration
 - 4.1. Pre-registration
 - 4.1.1. Do a social media./ email two to four weeks prior to conference to obtain the number of delegates attending from each hospital.
 - 4.1.2. Gives monies, cheques to Finance Committee.
 - 4.1.3. Prepare name tags -delegates name and hospital, voting/non-voting (from N&LORNA membership list ahead of time).
 - 4.1.4. Obtain updated N&LORNA membership list from secretary and check this before putting voting/non-voting on name tags.
 - 4.1.5. Distribute name tag at registration ad conference program if no registration kits/bags completed.

4.2. Registration

- 4.2.1. Get volunteers to man registration desk; ensure enough people available for first two registrations so as to avoid undue lineups.
- 4.2.2. Set up registration desk for delegates, have separate desk for pre-registered delegates.
- 4.2.3. Obtain supplies:
 - 4.2.3.1. Master list of delegates registering.
 - 4.2.3.2. Pens, paper.
 - 4.2.3.3. Name tags, registration kits
 - 4.2.3.4. Cash box and “float”.
 - 4.2.3.5. Stamps (voting/non-voting, etc.) and stamp pad (optional)
- 4.2.4. Liaise with Hospitality/Social Committee re meal/banquet tickets.
- 4.2.5. Open registration desk on time (be there early).
- 4.2.6. Register delegates (give out name tags/registration kits, etc.)
Use the Registration Check-in- template by site for easier process. See Appendix
- 4.2.7. Arrange for storage of registration supplies between registration times.
- 4.2.8. Arrange for flipchart/message board for registration area.

4.3. Post-registration

- 4.3.1. Total receipts and monies and give to finance person. Complete Registration financial Summary sheet (see Appendix)
- 4.3.2. Total up number of delegates registered and give to Planning Committee chairperson to announce at opening ceremonies and other appropriate times.

5. Registration Kits (Totally optional dependent on site)

If Registration kits/bags are decided upon please complete the following:

- 5.1. Assemble kits with Public Relations Committee (if available) or other help.
- 5.2. Ensure conference committee members have registration kits set aside for them.
- 5.3. Make sure there are enough kits for all delegates (overestimate numbers).
- 5.4. Include conference program in registration kits.
- 5.5. Give N&LORNA Executive their registration kits, etc. at executive meeting.

Public Relations Committee

This committee is responsible for all conference advertising, soliciting of donations and press coverage of the conference.

1. Committee
 - 1.1. Minimum of two people.
 - 1.2. Chairperson and one other as designate.
 - 1.3. Could combine this committee with another committee.
 - 1.4. Two people co-chair.
2. Advertising
 - 2.1. Help to prepare **email/ social media flyer** (with Program and Social Committee) for sending to N&LORNA members at least two to three months pre-conference.
 - 2.2. Prepare notice of conference to send to:
 - 2.2.1. Canadian OR Nursing Journal; four to six months pre-conference.
 - 2.2.2. N&LORNA members via newsletter.
 - 2.2.3. ARNNL; two to three months pre-conference.
 - 2.2.4. Local Business; two to three months pre-conference for Atlantic.
 - 2.2.5. Local Press; three weeks to one month pre-conference.
3. Soliciting Donations
 - 3.1. At the discretion of planning committee: may contact local stores, hotels, business, government, friends, contacts, etc. and ask for donations for registration kits, door prizes, or for cash to be used for coffee breaks, etc.
 - 3.2. Arrange storage of items donated.
 - 3.3. Assist Registration Committee do up registration kits.

- 3.4. Donations could include:
 - 3.4.1. Cash.
 - 3.4.2. Briefcases/portfolios.
 - 3.4.3. Pens, pencils, notepads, paper, matches, recipes, maps, etc.
- 3.5. Write and send thank you letters/receipts for all donations received.
4. Posters (optional)
 - 4.1. Do up posters for:
 - 4.1.1. Registration
 - 4.1.2. Sessions
 - 4.1.3. Direction signs
 - 4.1.4. Sponsors of breaks/meals
 - 4.2. Do table cards for sponsors of full meals.
5. Press Coverage (optional)
 - 5.1. Contact local press (newspapers, TV, etc.) and give prepared news release re the conference; should be approved by Planning Committee Chairperson.
 - 5.2. Arrange for person to give interview re the conference e.g. Planning Committee Chairperson, N&LORNA President.
 - 5.3. Give press outline of program and who speakers are; disclose N&LORNA elections, if applicable.
 - 5.4. Arrange time for press to do interviews and take photos and ensure people being interviewed etc. show up on time.
 - 5.5. Liaise with Program Committee if press request interview of speaker, or to sit in on session.
 - 5.6. If press not interested in coming to the conference to interview/take photos, send press release and photos for them to publish.



SCHOLARSHIP APPLICATION

Date _____

Name _____

Title _____

Address _____

Postal Code _____

Telephone (Work) _____

Telephone (Home) _____

Employer _____

Department _____

Employer's Address _____

No. of years working in an operating room: _____ No. of years of N&LORNA membership: _____

Educational program for which you are applying _____

Location of program _____

Length of program _____

Other financial assistance requested: Yes ___ No ___

Amount of other financial assistance requested: \$ _____

CONTRACT:

If assistance is received from N&LORNA Scholarship Fund I _____ agree to the following condition of this contract:

I agree to submit proof of successful completion of the program to the N&LORNA executive.

Failure to comply with the above stipulation will forfeit any future considerations for funding of the member.

Signature _____

Date _____

DO NOT USE THIS SPACE

Date of Application: _____

Application complete: Yes _____ No _____

Decision: Yes _____ No _____ **Date:** _____

Applicant notified: Yes _____ No _____

Amount Granted: \$ _____

Contract signed: Yes _____ No _____

Signature: _____

President N&LORNA

N&LORNA POINTS SYSTEM

1	Member of Provincial Executive (President, President-Elect, Vice-President Education, Vice-President Public Relations, Secretary-Treasurer, Past President)	10
2	Member of Provincial or National Committee (Standing or Ad Hoc Committee)	5
3	Planning Committee Chair or Co-Chair for Provincial Conference/National Conference	8
4	Planning Committee Member (Chairperson of Sub-Committee) (Program, Exhibitors, Registration, Social, Hospitality, etc.)	5
5	Member of Planning Committee Sub-Committee (Program, Exhibitors, Registration, Social, Hospitality, etc.)	2
6	Member of Local Executive	4
7	Member of Local Committee	2
8	Liaison Person	1
	Report submitted to AGM conference planning committee for print in the syllabus	1
	Reports in Newsletter by Liaison Person 1 point/report	3
9	Publication of OR/PARR related article in National Journal	8
10	Publication of OR/PARR related article in Provincial Newsletter (As accepted by Education Committee)	4
11	Attendance at local meetings (1 per meeting)	Max 5/yr.
12	Organizer of local meeting (arranging speaker, room, etc.) (1 per meeting)	Max 5/yr.
13	Organizer of 1/2 day/day workshop/seminar (includes planning, organizing)	4
14	Speaker at National/Atlantic Meeting	8
15	Speaker at Provincial Meeting	6
16	Speaker at Local Meeting (Includes speaking at workshop/seminar held in non-working hours)	3
17	Group leader/leader of session at Provincial/Atlantic Meeting	2
18	Moderator at Provincial/Atlantic Meeting	1

Minimum Number of Points = 12



EXPENSE REPORT

Name	Meeting/Conference Attended
Address	Meeting/Conference Location
Telephone (Home)	Telephone (Work)
From Date	To Date

Date	Expenditures				Total
	Hotel: ___ nights @ \$_____ per night (incl. tax)				
	Airfare				
	Transportation				
	Registration				
	Banquet Ticket				
	Meals				
	Day	Breakfast	Lunch	Dinner	
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	Other (Please specify)				
	Total				
	Less: Advance Received				
	Refund/Reimbursement				

_____ Signature	_____ Date
---------------------------	----------------------

Please submit, with receipts and report for newsletter, to N&LORNA Secretary-Treasurer on or before _____.



BUDGET REQUEST FORM

For the year _____ To _____

Name of Committee

Please list expenditures including:

- travel
- hotel
- stationery supplies
- printing/photocopying, etc.

	EXPENDITURES	AMOUNT REQUESTED
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Please submit request to N&LORNA Secretary-Treasurer by _____

Date



CONFERENCE SPEAKER'S INFORMATION SHEET # 2

Please indicate the equipment you will require

Overhead projector	<input type="checkbox"/>	Laser Printer	<input type="checkbox"/>
Slide projector	<input type="checkbox"/>	TV and VCR	<input type="checkbox"/>
Projection screen	<input type="checkbox"/>	Photocopying	<input type="checkbox"/>
Flip chart	<input type="checkbox"/>	Pointer	<input type="checkbox"/>
Microphone	<input type="checkbox"/>	Marker	<input type="checkbox"/>
Tape recorder	<input type="checkbox"/>	LCD Unit	<input type="checkbox"/>
MAC adapter	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

I permit the exhibitors/press to sit in on my session. Y N

I permit the taping of my presentation to be used for future staff development. Y N

Please identify any personal needs you may have during your visit with us.

Hotel Accommodation Y N

Transportation service from airport to hotel Y N

Transportation Y N Type _____

Other _____

Signature



SPEAKER EVALUATION FORM

Name of Speaker

The evaluation process is important to determine the extent to which this lecture has met your learning needs and to measure its overall effectiveness.

1. OBJECTIVES:

To what extent were the objectives of this lecture met? Circle your rating of each objective.

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

2. PRESENTOR:

Please rate the ability to promote learning, use of teaching aids, knowledge of subject and clinical expertise used by instructor.

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

3. OVERALL EVALUATION:

	Poor	Fair	Good	Average	Excellent
1. Content	1	2	3	4	5
2. Format	1	2	3	4	5
3. Motivational Factors	1	2	3	4	5
4. Audio-Visual Materials	1	2	3	4	5
5. Handout Materials	1	2	3	4	5
6. Practicality	1	2	3	4	5
7. Facility	1	2	3	4	5
8. Adequate Use of Time	1	2	3	4	5

4. COMMENTS:

1. Did the lecture deal with issues relevant to the topic? Yes ____ No ____

2. Did the lecture address issues that are relevant to your practice?
Yes ____ No ____

3. Do you plan to change any aspect of your practice as a result of this
lecture? Yes ____ No ____

4. What was the most valuable feature of this lecture?

5. What was the least valuable feature of this lecture?

6. What else do you need to learn on the subject?

7. What, if anything, would have assisted you in learning this information
more effectively?



POST-CONFERENCE REPORT

Date:

Place:

Theme:

Number of Delegates:

Cost of Delegate Registration:

Cost of Dinner & Dance Ticket:

Number of Exhibitors:

Cost of Exhibitor Space:

Conference Proceeds:

 Provincial (60%)

 Local (40%)

Evaluation/Comments:

**Certificate of Attendance
For Education Hours**

Name

Address

ARNN No.

CNA Certification No.



Signature
N&LORNA Executive Member



CONFERENCE EVALUATION FORM

Date:

Place:

Theme:

Number of Delegates:

Cost of Delegate Registration:

Cost of Dinner & Dance Ticket:

Number of Exhibitors:

Cost of Exhibitor Space:

Conference Proceeds:

 Provincial (60%)

 Local (40%)

Evaluation/Comments:



XXth Annual Provincial Operating Room Nurses Conference

Date _____

We are pleased to announce the XXth Annual Provincial Operating Room Nurses Conference from ____ date____ which will be held at the _____(Place)

Sales Representative Registration Information

Name: _____
Address: _____

Phone: _____
Email Address: _____

Fee Structure

Full Conference Exhibition Fee (before DATE _____) \$650. _____
 Full Conference Exhibition Fee (after DATE _____) \$700. _____

Note: Exhibition fees will include the cost of 1 ticket for the Wine/Cheese being held on Friday evening and Dinner/Dance being held on Saturday evening.

Wine/Cheese: Yes _____ No _____ **Dinner/Dance:** Yes _____ No _____

General Information:

Exhibition spaces will be provided in the _____ (Location). There will be approximately XX booths available. The booths will be given in a first come first served basis. Cheques can be made payable to: **N&LORNA Provincial Conference 20XX**. Send to: Name and contact information of exhibitor chair

Accommodations

Insert Hotel/Lodging information

For Conference Reservation contact: Email _____ **Room Rate:** \$ _____
Conference Registration Code - *TBD

Booking should be completed by **DATE** **to ensure availability.**

For further information contact:

Name and contact information inserted here.

XXth Annual Provincial Operating Room Nurses Conference

Date _____
Place _____



Co: _____

Name: _____

Hospital: _____
_____ _____

NLORNA Member: Yes
No

Home Address: _____

Email Address: _____

Fee Structure			Contact
	Member	Non-Member	Make cheques payable to: 20XX N&LORNA provincial conference
Full Conference	\$80	\$95	
Daily Rate (Indicate days attending)	\$50	\$65	Send completed forms with payment to: Contact info
<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
Meal cost: _____			
Please list any dietary restrictions			
Total momes: _____			

Accommodations
Hotel info inserted here
Book by Date: _____ to ensure availability and room rate guarantee



Registration Site check-in Template



NLORNA
Conference Registra



NLORNA
Conference sign in s

Registration Financial Summary