



Indiana Organization for Nursing Leadership	ADMINISTRATIVE POLICY
Policy & Procedure Title: Education Program Planning Category: Education	

EDUCATION PROGRAM PLANNING

POLICY STATEMENT

The purpose of this policy is to serve as a guide for planning the Indiana Organization for Nursing Leadership (IONL) Spring Conference, Fall Conference, and annual business meeting, and as a reference for the Board of Directors.

GUIDELINES FOR SPRING CONFERENCE

I. Purpose of the Spring Conference:

The purposes of the Spring Conference include: legislative updates, continuing education for members and non-members, and opportunities for professional networking.

Content of Spring Conference:

- A. Educational Sessions to include a variety of topics of interest
- B. Research Posters if committee chooses to include
- C. Social/Networking/Recognition functions such as Recognition Awards and Luncheon

II. Registration and Housing:

- A. All IONL current board members shall not be required to pay a conference registration fee, however, they are required to register. Lodging fees are the responsibility of the board member.
- B. Hotel registration fees for one night's lodging are provided for the Chief Executive Officer (CEO) and IONL President. Additional hotel registration days will be paid by the attendee.
- C. Conference speakers are not required to pay a conference registration fee. Lodging may be arranged for the speaker based on their travel arrangements and contract requirements.
- D. Honorary members shall not be required to pay a conference registration fee. However, a fee to cover food costs may be charged to Honorary members. Honorary members must register if they plan to attend, this option will be included in the conference registration.
- E. Retired members who participate in an organization committee shall not be required to pay a conference registration fee. However, a fee to cover food costs may be charged to retired members. Retired members must register if they plan to attend, this option will be included in the conference registration.
- F. Conference registration information will be sent electronically to all members, made available on the IONL website, social media platforms, and by email. Conference registration will be completed electronically on the IONL website.

III. Meeting Site Selection and Budget

- A. The CEO and Program Chairmen will determine location and dates for the Conference 2-3 years in advance. Site contract negotiations and finalization with signatures will be completed by the CEO.
- B. A budget for the conference will be established by the CEO, Program Committee Chairmen, and Treasurer at least 3 months prior to the conference.
- C. At the conclusion of the conference, a final budget report will be prepared by the CEO and presented to the Board of Directors by the Program Chairmen at the next board meeting.

IV. Printing

- A. The CEO will prepare conference materials to be printed/distributed with the assistance of the Program Chairmen. Materials will include conference agenda, name badges, onsite registration forms, and speaker instructions.
- B. All above printing and mailing costs are to be charged to the meeting budget.



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V. Speakers

- A. Educational sessions speakers will be recruited from membership, educational programs, and other sources of speakers with content appropriate for the Conference. Educational session speakers can be members or non-members of IONL.
- B. The Program Committee will review all speaker options and make recommendations to the Program Chairmen. The Program Chairmen will communicate program acceptance to speakers.
- C. Educational session speakers will be sent a contract to sign and return to Program Chairmen. They will maintain a master file of speakers to include contact information, conference subject information and objectives, to be shared with the CEO.
- D. Educational session speakers may be reimbursed for travel expenses (lodging, coach fare/negotiated fare or mileage at the federal reimbursement rate from speaker's home to the conference) based on their travel arrangements and contract requirements.
- E. Educational session speakers will be given information about available AV equipment options onsite and equipment the speaker should plan to provide. The Program Chairmen will secure AV equipment through the conference site or independent company as appropriate.
- F. Educational session speakers will provide an electronic file of the presentation to the CEO at least 2 weeks prior to the conference to allow uploading to the IONL website. Instructions to access speaker presentations will be emailed to registrants as well as made available onsite at the conference.
- G. The CEO will send "Thank You" notes following the Conference to all speakers.

VI. MISCELLANEOUS MATERIALS (CEO)

- A. Registration list (4 copies)
- B. Badge holders
- C. Conference folders
- D. Current membership list

VII. REGISTRATION DESK MATERIALS (CEO).

- A. Registration lists
- B. Office Supplies (rubber bands, paper clips, stapler, tape, and pens/pencils)
- C. Onsite registration forms
- D. Receipts

GUIDELINES FOR FALL CONFERENCE

I. Purpose of the Fall Conference:

The purposes of the fall conference include: providing a time to conduct business of the organization, continuing education for members and non-members, and opportunities for professional networking.

Content of Fall Conference:

- A. Educational Sessions to include a variety of topics of interest
- B. Annual Business Meeting
- C. Research Posters
- D. Social/Networking/Recognition functions such as the Past President and Scholarship Luncheons
- E. Exhibitors

II. Registration and Housing:

- A. All IONL current board members shall not be required to pay a conference registration fee, however, they are required to register. Lodging fees are the responsibility of the board member.



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- B. The President, CEO, and Program Committee Chairmen shall not be required to pay hotel registration fees for Tuesday, Wednesday, and Thursday of the conference. Free rooms included in the negotiated contract will be utilized for the President, CEO and Program Committee Chairmen. Additional hotel registration days and room upgrades will be paid by the attendee.
- C. Conference speakers are not be required to pay a conference registration fee. Lodging may be arranged for the speaker based on their travel arrangements and contract requirements.
- D. Honorary members shall not be required to pay a conference registration fee. However, a fee to cover food costs may be charged to Honorary members. Honorary members must register if they plan to attend, this option will be included in the conference registration.
- E. Retired members shall not be required to pay a conference registration fee. However, a fee to cover food costs may be charged to retired members. Retired members must register if they plan to attend, these options will be included in the conference registration.
- F. Conference registration information will be sent electronically to all members, made available on the IONL website, social media platforms and by email. Conference registration will be completed electronically on the IONL website.

III. Meeting Site Selection and Budget

- A. The CEO and Program Chairmen will determine location and dates for the Conference 2-3 years in advance. Site contract negotiations and contract finalization with signatures will be completed by the CEO.
- B. A budget for the conference will be established by the CEO, Program Committee Chairmen, and Treasurer at least three months prior to the conference.
- C. At the conclusion of the conference, a final budget report will be prepared by the CEO and presented to the Board of Directors by the Program Chairmen at the next board meeting.

IV. Exhibitors

The Vendor Chairman and/or CEO will:

- A. Maintain a current list of potential exhibitors.
- B. Prepare and distribute exhibitor information including registration fees.
- C. Process exhibitor registrations, with \$100 discount for Early Bird registration.
- D. Provide set-up information to exhibitors.
- E. Determine need for electrical power for vendors and coordinate with onsite contact.
- F. Process on-site registration of exhibitors and communicate with site to ensure exhibitor space available by set-up time.
- G. Send "Thank You" notes to exhibitors following the meeting.

V. Printing

- A. The CEO will prepare conference materials to be printed/distributed with the assistance of the Program Chairmen. Materials will include conference agenda, name badges, onsite registration forms, and speaker instructions.
- B. All above printing and mailing costs are to be charged to the meeting budget.

VI. Speakers

- A. Educational sessions speakers will be recruited from membership, educational programs, and other sources of speakers with content appropriate for the Conference. Educational session speakers can be members or non-members of IONL.
- B. The Program Committee will review all speaker options and make recommendations to the Program Chairmen. The Program Chairmen will communicate program acceptance to speakers.



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C. Educational session speakers will be sent a contract to sign and return to Program Chairmen. They will maintain a master file of speakers to include: contact information, conference subject information and objectives, to be shared with the CEO.

D. Educational session speakers may be reimbursed for travel expenses (lodging, coach fare/negotiated fare or mileage at the federal reimbursement rate from speaker's home to the conference) based on their travel arrangements and contract requirements.

E. Educational session speakers will be given information about available AV equipment at the site and equipment they should plan to provide. The Program Chairmen will secure AV equipment through the hotel or independent company as appropriate.

F. Educational session speakers will provide an electronic file of the presentation to the CEO at least 2 weeks prior to the conference to allow uploading to the IONL website. Instructions to access speaker presentations will be emailed to registrants as well as made available onsite at the conference.

G. The CEO will send "Thank You" notes following the Conference to all speakers.

VII. MISCELLANEOUS MATERIALS (CEO)

- A. Registration list (4 copies)
- B. Badge holders
- C. Conference folders
- D. Current membership list

VIII. REGISTRATION DESK MATERIALS (CEO).

- A. Registration lists
- B. Office Supplies (rubber bands, paper clips, stapler, tape, and pens/pencils)
- C. Onsite registration forms
- D. Receipts

IX. PAST PRESIDENT'S LUNCHEON (CEO)

- A. The CEO maintains the Past President's contact list and sends invitations electronically regarding the luncheon.
- B. The CEO obtains a Past President's gift if needed as well as retirement plaques.
- C. The CEO provides the President with the necessary information to make presentations at the luncheon.
- D. The CEO provides the hotel and/ or the Program Chairmen with the number of attendees for the luncheon.

X. SCHOLARSHIP LUNCHEON (Scholarship Chairman)

- A. The Scholarship Chairman electronically informs the recipients of their award and invites them to be recognized at the luncheon. Scholarship winners may bring one additional guest at no charge to the luncheon.
- B. The Scholarship Chairman collaborates with the CEO to have the W 9 forms completed and the scholarship checks ready to be distributed at the luncheon.
- C. The Scholarship Chairman provides the Program Chairmen with the number of scholarship and guest attendees for the luncheon.



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XI. Annual Business Meeting

- A. An annual business meeting will be held at the fall conference. The purpose of this meeting is to review organization business, past and proposed, with membership.
- B. Items requiring a membership vote will be provided to members at least 30 days prior to them meeting. The outgoing Program Chairmen are responsible for reviewing and updating this Policy at the end of his/her term.
- C. A slate of nominated board members for open board positions will be presented to membership for approval. Nominations will be taken from the floor.
- D. Year-end committee reports will be shared with membership online prior to the meeting.
- E. Strategic plan updates and year in review information will be provided at the meeting

XII. Education Program Planning Policy

- A. Outgoing program chairmen are responsible for reviewing and updating this policy at the end of their term.
- B. Updates and revisions may be made to this policy at any time by the IONL board.

Policy by Lynn Turner and Mary Browning January 2020

Approved by Board on January 16, 2020