



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 ITNS or 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 director, 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
- Set up registration table.
- Inspect and test audiovisual equipment.
- View the complete power-point presentation to avoid malfunction.
- Confirm meal timing with venue staff.
- Meet speaker, review agenda, audiovisual 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 desert.
- 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 Chapter Development Director.
- 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	10 weeks out	

confirmation with program information.			
3. Contact vendor, drug representative .to request funding for program.		10 weeks out	
4. Obtain information from speaker: <ul style="list-style-type: none"> • Speech title and description • CV • Special requirements, supporting articles, references Apply for CEU credits for program.		8 weeks out	
5. Schedule meeting room and audiovisual aids.		8 weeks out	
6. Send a “ <i>Save the date</i> ” notice to members.		8 weeks out	
7. Forward meeting announcements to editor of the ITNS newsletter and submit Event Form to place event of ITNS website (itns.org). (Newsletter submission must be done prior to deadline of the newsletter. Contact Newsletter Director for deadlines.)		6 weeks out	
8. Mail, Email and post meeting announcement.		6 weeks out	
9. Receive reservations for meeting.		ongoing	

15. Meet speaker and arrange speaker table/podium. Review audiovisual 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		When biannual report due (April/October)	

biannual report.			
------------------	--	--	--

Revised 6/11

MF

APPENDIX B

(Please visit ITNS website (itns.org) to download application forms)

Apply for Continuing Education

The International Transplant Nurses Society (ITNS) has changed its Nursing Continuing Education (CE) provider for accreditation of our educational programs. The change will necessitate some additional information and additional requirements for ALL educational programs, local as well as international. One of the new requirements is that all educational programs must be reviewed by the ITNS Education Committee. **Due to the extensive review process, it is very important to have the application for your educational event completed and submitted to the CE Coordinator for review no less than SIX (6) weeks prior to the date of the meeting.**

ITNS is also approved by The American Board of Transplant Certification (ABTC) as a provider of Continuing Education Points for Transplant Certification (CEPTCs). Under this providership, we are able to offer continuing educational credits for those holding CPTC, CCTC, and CCTN certification. The CEPTC process will not be greatly affected by the changes in the Nursing CE provider but for simplicity we will require the same forms for either educational request.

Under the guidelines set by our current and future Nursing Continuing Education provider and ABTC, we are able to grant recognition to programs that meet established standards based on predetermined criteria. Approval assures participants that programs meet professional continuing education standards, and provides participants with continuing education credit for:

- Renewal of RN licensure
- Re-certification requirements for Certified Procurement and Clinical Transplant Coordinators and Transplant Nurses
- Institutional continuing education requirements

How to Apply

- Submit program [Continuing Education Approval Application](#) (PDF)

- Submit one copy of each of the required documentation listed in the Application Documentation section below.
- Enclose check or credit card information for processing fee.
- Programs will not be granted approval if any required documentation is missing or if the required fee is unpaid.

Application Documentation

The following information is needed when applying for both ABTC and Nursing CE credits. All of the information must be present when submitting the application.

- Date, time, place, and title of educational program.
- Copy of the program flyer or brochure. On ALL flyers or brochures the following info needs to be put in writing: “An application has been submitted to the Ohio Nurses Association. Nurses may call to inquire about contact hours” AND “Category __ Continuing Education Points for Transplant Certification (CEPTCs) have been applied for through the American Board of Transplant Certification (ABTC).” (the appropriate Category I or III that has been applied for should be stated in the brochure.)
- Program description – i.e. workshop or chapter meeting speaker
- Program Objectives
- Program schedule and content outline
- Behavioral objectives for the educational offering.
- Title for each session with name of speaker, (2) behavioral objectives and (2) clinical references.
- Speaker objective / outline form. An outline must be documented for each behavioral objective. [Speaker Objective Methods Form](#) (editable PDF) and [Speaker Objective Methods Instructions Example](#) (PDF)
- Biographical sheet filled out and signed by all speaker(s) and planning committee chair person. Download [Speaker/Planner Biographical Form](#) (editable PDF)
- [Speaker/Author Terms and Conditions](#) (PDF)

After the educational program has been completed, a list of all attendees with their addresses and a copy of the evaluations must be sent to the ITNS CE Coordinator for documentation.

Processing Timeline

Completed applications, documentation, and fees must be received at least six weeks prior to the date of the educational program. Materials sent by fax and express mail will still require SIX (6) weeks for processing, from the date of receipt. Retroactive credits are not awarded.

Approval Notification

Notification of program approval and the number of contact hours to be awarded to the registrants will be sent from ITNS office to the applicant and mailing address stated on the application. Notification by email is also available.

Program Approval Fees

Length of each Program	ITNS Chapter Fee
Up to 4 contact hours	\$ 175.00
4.5 – 12 contact hours	\$ 325.00
12.5 – 20 contact hours	\$ 450.00

Please send the CE information to the ITNS CE Coordinator either three different ways:

Susan Dollman
Education Manager
847-375-6394
sdollman@itns.org

Post Program Follow-up

It is required by both the nursing CE board and ABTC that the summary and evaluations from your meeting be submitted back to the ITNS CE Coordinator within 30 days after your program. In addition, documentation of your educational needs assessment should be sent with the documentation. Download [Needs Assessment Form](#) in MS Word format