CNE Sub Committee:

This subcommittee is responsible for the collection, compilation, verification & submission of all documents needed for the CE application to ONS BY THE DEADLINE (Master Calendar)

Members of this subcommittee will be assigned liaison responsibilities to each subcommittee related to speakers presenting at the conference: (1) Keynote & Plenary speakers, (2) Preconference (focused), (3) Podium Presenters, (4) Posters, (5) Sponsors

Each liaison will be responsible for the oversight and final collection & verification of all speaker CE forms collected by your sub-area

IE: If you are working with the preconference committee as a liaison, you are responsible for ensuring the committee has requested the appropriate CE materials from all speakers involved. You are to monitor the collection of CE material by the deadlines (Master Calendar)

1. Review CE forms for completeness and correctness – format PDF? Did they submit, sign, objectives correct? Planning table? References?
2. File in appropriate Dropbox location
3. Chart & report each call
4. If problems collecting info from your speakers, work with subcommittee to create what is needed then send to speaker to sign and approve one week after deadline (Master Calendar)
5. Provide submitter of CE Application with access to your dropbox files – chase or create whatever within 1 week (Master Calendar)
6. Application submitted
7. CNE Nurse Leader Role
8. Identify committee members – communicate names & emails to co-chairs and other committees
* Identify co-chair who will be responsible for learning the process with you and acting in your absence
* Assign the liaisons: (A) keynote/plenary, (B) Preconferences/focused, (C) Podium Presenters, (D) Posters, (E) Corporate/all committee planners
* Inform those in charge of above subcommittees
1. Send written letter (email) to ONS requesting a copy of latest CE application and forms with note about our interest in submitting for IACRN 2016, dates, location
2. Review CE application and forms. Communicate and compare to Master Calendar (Beth) the submission deadline
3. Send planner COI forms to all committees (allow 1 week to return or cannot participate)
4. Chart who has submitted COIs

COI

|  |  |  |
| --- | --- | --- |
| Planning Committee |  |  |
| Abstract |  |  |
| Keynote |  |  |
| Pre-conference |  |  |
| Local |  |  |
| CE |  |  |
| Outreach |  |  |
| Sponsor |  |  |

Planning Committee

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | Role | COI Signed & In Dropbox |
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Dropboxes needed:

CE Application Who files

1. Main app CNE Nurse Leader
2. Planner COI forms Assigned CE liaison
3. Speaker forms Assigned CE liaison
* COI
* Planning Table
* Abstract
1. Corporate sponsors IACRN Headquarters

Lead is the master checker of Dropbox. Lead will communicate with team to ensure everyone is working well with their assigned subcommittees

* Who’s having trouble?
* Charting
* Who’s late?
* Plan B – create