

MSNA CONVENTION DUTIES

General Information

The dates for the convention are dictated by the availability of the site. The dates are then approved by the MSNA President. The Convention Chairperson is responsible for booking the site and may need to confer with the President and Treasurer before signing any contracts. The date should not conflict with state-wide testing dates, Spring Breaks, or other major conferences. The Executive Committee decides the theme or title and the fee for the convention. The title and theme should be decided upon by the end of the Fall EC meeting.

Each region should publicize the convention locally. The Executive Committee (EC) Membership Chairperson, the Regional President and the Regional Treasurer should assist the Treasurer and Convention Chair in obtaining correct and up to date contact information for all members and non-members. MDE's School Nurse Consultant may be a good resource for this information, also.

Each of the four regions are considered convention committees which are led and organized by the Regional President and are responsible for the completion of specific tasks related to their committee assignment: agenda committee, exhibitor committee, registration committee, and decorations/door prizes/gifts committee. The committee assignment rotates between regions every two years (**Attachment 1**). All committees are asked to keep a notebook containing the steps and procedures used in completing the assignment and pass it to the next region responsible for the tasks. Suggestions for changes in committee responsibilities should be presented to the EC at either the fall or spring meeting. If problems arise for a committee, they should contact the Convention Chairperson immediately and she/he will contact the state President to attempt a resolution.

Each region is responsible for ensuring payment to the vendors used to obtain items or services to meet the needs or requirements of their committee assignment. Any amount spent outside of the stated MSNA limit is to be paid by the region responsible for the duty. Each MSNA Regional President or committee chair should submit a completed **reimbursement request form with all receipts (Attachment 3)** to the MSNA Treasurer in a timely manner. The suggested time to submit requests and receipts and receive reimbursement is after the Executive Committee meeting the day before the start of convention (if not sooner). The *Convention Chair, Treasurer, President-elect, and Regional Presidents* should communicate with each other to determine reimbursement and payment deadlines for convention site, meals, speakers, gifts, decorations, door prizes, and awards.

Convention Chair General Information

The Convention Chairperson is appointed by the MSNA President. The main responsibility of the Convention Chair is to keep each region on track and help ensure communication between the regions and EC sharing needed information in a timely manner. Regional Presidents should provide updates to the Convention Chair. Effective and timely communication via email, phone calls, online meetings or other methods is essential. Check with the MSNA President to find out

if a survey is needed and who will create, distribute, and collect the information. The Convention Chair or the Education Chair usually complete this activity.

Convention Chair Duties

- 1) Set the dates for conference and receive approval from the MSNA President.
- 2) Determine the convention site which meets the following requirements:
 - a) accommodates 150-200 people,
 - b) hotel accommodations on site or nearby,
 - c) ample space available for exhibitors, Market Place, and Poster Session,
 - d) adequate space for preconference activities if needed,
 - e) adequate space and seating for workshops/sessions,
 - f) meeting room or conference room the day before convention for the EC Meeting, and
 - g) sufficient room and technological devices for the presenters (table, audio/visual equipment, Wi-Fi, mics, video conferencing capabilities, etc.)
- 3) Determine and ensure food, beverage and meals are provided for the following:
 - a) Find sponsors for meals and plan for the food/meals by working with the Exhibitor Committee or past vendors, and convention site contact.
 - b) Breakfast for the 1st and 2nd day
 - c) Lunch each day except for the last day, which is usually a half day.
 - d) Refreshments during breaks (minimum of water, coffee, and/or other beverages)
 - e) Plan and organize the “Social Event” on the evening of the first day. If the event is sponsored, hold the event in the Exhibitor Hall or Exhibitor Room.
- 4) Ensure equipment and technological needs are met:
 - a) Contact the Education Chairperson or the Regional President responsible for creating the agenda and obtaining the speakers/presenters.
 - b) Any required equipment not provided by the convention site needed by the speakers/presenters should be ordered after receiving the speaker needs information from the from the Education Chair (person responsible for obtaining CEU’s), or the Regional President of the region/committee responsible for the agenda and obtaining the speakers.

TIMELINE AND DEADLINES

The Convention Chairperson is responsible for communicating with the MSNA President and Executive Committee, and Regional Presidents regarding any issue related to convention. If the Convention Chairperson needs further assistance or information on any issue, the Convention Chair will contact the MSNA President for guidance, consultation and/or collaboration. All convention questions should be directed to the Convention Chairperson. Each Regional President is responsible for ensuring the region’s committee assignment is completed by the dates below. If a problem or question arises, or if there is a deadline that cannot be met, the Regional President is to contact the Convention Chair. Effective and timely communication with the Convention Chairperson is essential for an efficient and successful process.

- 1) **Spring Executive Committee meeting (the day before the current year’s convention start date)**: the convention site for the next year should be determined and approved by the EC or President.

- 2) **January Executive Committee meeting:** the *Agenda/Speaker Committee* should have the confirmed final list of speakers completed, convention learning objectives, and a draft of the agenda.
- 3) **February 15th:** the *Agenda Committee* should have the *finalized agenda* prepared to share with the *Registration Committee*. The *Registration Committee* should have all information ready for registration publication and the finalized registration form, site, and/or link ready to be publicized. The *Registration Committee* will then share the registration form/information and agenda with the *Regional Presidents and EC Publicity Chair* who will post the agenda and registration information on the MSNA Conference Website, MSNA Facebook and Twitter page, MSNA Community Groups, List-servs, etc. The goal date to publicize should be by the end of February.
- 4) **One month prior to the Convention:** The *Exhibitor Committee* should share the list of Exhibitors with the *Publicity Chair* who will post the information on MSNA's Conference Webpage and the *Registration Committee* who will include the information in the registration packets. The *Registration Committee* or the *MSNA Treasurer* should notify all regions of the number of estimated registrants so handouts, etc. can be prepared and included in the registration packets. The *Convention Chair* should check with *each Regional President* to ensure any last-minute details are handled.

COMMITTEE (REGIONAL) RESPONSIBILITIES AND DUTIES

Decorations/Gifts/Door Prizes Committee

- 1) Provide table center pieces and decorations for the following:
 - a) Tables used during lunch,
 - b) Tables used during the Awards Banquet/Luncheon,
 - c) The awards display table during the banquet/luncheon,
 - d) Banquet/Luncheon room as needed,
 - e) Tables used for networking bulletin boards and Poster Sessions, if applicable, and
 - f) The presenter's area/table.
- 2) Obtain items for door prizes (limit \$500).
 - a) Spread the drawings throughout the convention.
 - b) A small number of larger, higher quality prizes are preferable to a larger amount of smaller, low-quality prizes.
 - c) Remember to organize and provide a system of awarding prizes (tickets, hidden seat numbers, etc.)
- 3) Obtain gifts for speakers to include pre-conference speakers (work with the agenda/speaker committee to accomplish this task).
 - a) Limit the cost of each gift to \$50 per speaker, and
 - b) \$100.00 for the keynote speaker
- 4) Limit the Banquet/Luncheon table centerpieces to \$25/table.
- 5) The assigned region typically donates \$250.00 to assist with decorations.
- 6) Send thank you notes for any donated items.
- 7) Submit a completed reimbursement request form (**Attachment 3**) with all receipts to the MSNA Treasurer after the Executive Committee meeting the day before the start of convention (if not sooner).
- 8) Get creative! Some regions in the past have been able to work with their local community business owners to obtain donated items that work as both centerpieces and door prizes such as hand painted art, etc.

Speaker/Agenda Committee

- 1) Prepare a working list of speakers, including back-up speakers, by the October EC Meeting.
- 2) Assist with arranging hotel accommodations and travel if needed/requested.
- 3) Upon speaker confirmation, send each speaker a form requesting the title of the presentation, objectives, content, teaching method, equipment needs, and how they want to be introduced (bio). Share the information with the Education Chair upon receipt. The information is needed to acquire CEU approval and the **Ed Chair must meet a firm deadline.**
- 4) Send the equipment needs information to the Convention Chair.
- 5) Work with the Convention Chair to obtain required equipment for speakers and exhibitors.
- 6) Obtain a list of Exhibitors from the Exhibitor Committee
- 7) Ensure Audio-visual equipment is available at the convention area.
- 8) Ensure an electrical supply is available for Exhibitor Hall/Area and Market Place
- 9) Assign a facilitator to each speaker to make introductions and help in any way.
- 10) Send Thank You letters to speakers.

- 11) Communicate with the Education Chairperson requesting dates to submit speaker information for CEU application and assist with completion of the CEU application and related duties. The Education Chair usually does the following:
 - a. Obtain CEU application from MNA and submit it 60 to 90 days before convention.
 - b. Prepare evaluation forms for each speaker.
 - c. Collect forms at the end of convention.
 - d. Submit necessary information forms to MNA.
- 12) Draft tentative agenda by the January EC meeting
- 13) Complete and submit the final agenda to the Registration Committee by February 15. Send final agenda to speakers.
- 14) Compose brief biographical sketch of each speaker to be included in registration packet. Include contact information.
- 15) Prepare copies of handouts and bring them to the convention. The number of registrants can be obtained from the Registration Committee or the Treasurer.

Registration Committee

- 1) Create and complete registration information and forms by **February 15th** and share the information and form with the Regional Presidents and Publicity Chair by the end of February.
- 2) Obtain an e-mail list from the School Nurse Consultant at MDE.
- 3) Work with the **Publicity Chair** to create a news release and email to be sent to Mississippi School Nurses and posted on the MSNA website on MSNA News and Events, Facebook page, Group Discussion List, and other List-servs regarding registration for the convention.
- 4) Work with the **Publicity Chair** to ensure all registration information is correct on the MSNA Conference Page on the MSNA Website.
- 5) Work with the Treasurer who will verify membership of registrants.
- 6) **Cancellation policy:** Refunds will be provided, less a 20% handling fee, if notification of cancellation is received by (date/minimum of 2 weeks before event), via email, fax, or phone. Phone cancellations must be confirmed in writing, no later than 7 days after the convention date, with certified, return-receipt mail recommended. Refunds will be processed within 2 to 3 weeks following the convention.
- 7) **Registration policy:** Regular registration must be postmarked by (date/minimum of 2 weeks prior to event).
- 8) Prepare receipts for registrants – pre-registered and on site.
- 9) Order registration gift. (Limit cost to \$20/person)
- 10) Prepare name tags from the registration list and have blank tags available for onsite registrants.
- 11) Prepare registration packets.
- 12) Design and print agenda based on information from Speaker Committee.
- 13) Obtain pocket portfolios or similar folders for the packets.
- 14) Check with other regions to see if they have handouts to be included in the packet and arrange to have these ready to be added on the day before convention.
- 15) Assign workers to the registration desk.
 - a) The registration desk should be open in the afternoon of the pre-conference, and early morning of the first day.
 - b) It is best to have separate areas for pre-registered and on-site registration. Distribute registration packets with the registration gift.

Exhibitor Committee

- 1) Contact potential exhibitors and sponsors and distribute and collect an updated *Exhibitor Form (Attachment 2)*. *Make sure to update convention dates, location, contact, etc. on the form.*
- 2) Obtain information from the Convention Chair regarding site, dates, space available, etc.
- 3) Determine the schedule for each exhibitor including the set-up time, space, equipment, outlets, etc.
- 4) Exhibit times will be determined when the agenda is completed. Communicate with the Speaker/Agenda committee regarding when the agenda will be ready.
- 5) Obtain sponsors for the continental breakfast/s, lunch, breaks, and social event. Work with the Convention Chair regarding obtaining sponsorship.
- 6) Exhibitors and sponsors should send fees directly to the Exhibitor Chair Person who will then forward the checks to the MSNA Treasurer.
- 7) Send Exhibitors a copy of the agenda.
- 8) Compile a list of all exhibitors and sponsors to be included in the registration packet & print a list of exhibitors/sponsors for the registration committee to add to the registration packet.
- 9) Share the list of exhibitors and sponsors with the Publicity Chair to be posted on the MSNA Conference page on the MSNA Website.
- 10) Write Thank You notes/letters to all exhibitors and sponsors.
- 11) Develop guidelines for the Market Place and Poster Session and send this information to each Regional President.
- 12) Create and communicate a deadline for notification of intent to participate (even if they don't have a specific activity).
- 13) There is no charge for either Market Place or Poster Session participation, but space may be limited. Check with the Convention Chair regarding space available.
- 14) When the agenda is finalized, notify Market Place and Poster Session participants. These activities will generally coincide with "exhibit" times for exhibitors.

Convention Duties Schedule

At the close of the spring conference every two years, region assignments change. Report/binders are exchanged between regional presidents at the business meeting at conference.

Convention Duties	2018/19 and 2022/23 *Inactive 2020 - 2022	2023/24	2025/26	2027/28	2029/30	2031/32
Agenda	North	North	East	West	South	North
Registration	South	South	North	East	West	South
Exhibitors	West	West	South	North	East	West
Decorations	East	East	West	South	North	East



28th Annual Conference & Convention
May 31- June 2, 2023
Cadence Bank Arena & Conference Center
Tupelo, MS

Dear Exhibitors and Sponsors,

MSNA invites you to represent your company at our annual Mississippi School Nurse Association Convention in the summer of 2023. The attendance for this event has been approximately 200 school nurses in previous years. Since our last convention in 2019, our school nurses in the state have multiplied, so we expect an even greater turnout for 2023.

We have two primary types of sponsorships. Each sponsorship level includes written appreciation in the conference packet, on the MSNA website and in the exhibit space.

Gold Level \$1,000	• (2) Exhibit Tables • Company name / logo in conference packet and on MSNA website • Copy of pre-registration list of attendees • Invitation to attend the Wednesday night reception and have lunch with the conference attendees on Thursday
Silver Level \$500	• (1) Exhibit Table • Company name / logo in conference packet and on MSNA website
Meal Donations	• Monetary Donations to cover the cost of • catering Appreciation on signage during catered meals

To secure your sponsorship and exhibit table, please complete the form attached and return it with your sponsorship fee by April 1, 2023. Checks should be made payable to MSNA and sent to the address below.

Thank you for your support of the Mississippi School Nurse Association. We appreciate your sponsorship and look forward to seeing you at our conference.

Jennifer Maggio, RN

jen520@rcsd.ms
RCSD - Flowood Elementary
102 Winners Circle
Flowood, MS 39232

CONVENTION DUTIES ATTACHMENT (2), PAGE 1 OF 2



Annual Conference & Convention
May 31 - June 2, 2023
Cadence Bank Arena & Conference Center
Tupelo, MS

EXHIBITOR / SPONSORSHIP FORM

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person: _____

- ☐ \$500.00 - Silver Sponsorship
- ☐ \$1,000.00 – Gold Sponsorship
- ☐ \$_____ Meal Donation

To Be Completed by MSNA Representative	
Check Number	
Company Logo Received	
Exhibit Table Number	

**MISSISSIPPI SCHOOL NURSE ASSOCIATION
REQUEST FOR EXPENSE REIMBURSEMENT FORM**

Name (Payee): _____

SSN: _____

Email: _____ Region: _____

Mailing Address:

Phone: _____

Purpose of expense:

Expenses for reimbursement (list separately, receipts required)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Amount Expended \$ _____

Signature of Claimant (Payee): _____

Date Requested: _____

.....
For Accounting/Treasure Use:

Date Paid: _____ Check Number _____

CONVENTION DUTIES ATTACHMENT (3)