

MSNA CONVENTION DUTIES

General Information

The dates for convention are dictated by the availability of the site. They are then approved by the MSNA President. The Convention Chair Person 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.

Each region should publicize the convention locally. Regional Presidents and treasurers should try to be sure that the MSNA Treasurer and Convention Chair has the correct names, addresses and email addresses of all members and other nurses who may not be members. Estelle Watts at the MDE may be a good resource for this information.

All committees are asked to keep a notebook on the steps and procedures they used. These should be passed on to the next region to have that committee assignment. 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 try to have it resolved.

CONVENTION CHAIR DUTIES

The Convention Chairperson's main function is to keep each region on track and help ensure everyone is communicating with the other regions and passing along needed information in a timely manner. It helps if each Regional President lets the Convention Chair know when and what has been sent to other regions. Email, phone calls and faxes may be necessary to keep the process flowing. Check with the MSNA President to see if a survey is needed and decide who the responsible person for this activity will be: previously the Conv. Chair has done this.

- Site for Convention
 - Should accommodate 150-200 people
- Should have hotel accommodations on site or near by
 - Should have ample space for vendors, Market Place, and Poster Session
 - Preconference
 - Conference
 - Meeting room - day before convention
- Food
 - Sponsored food arranged
 - Breakfast - first and second day
 - Lunch
 - Banquet
 - Breaks
 - Social event on the evening of first day, if sponsored, will be in the Vendor Room
 - Equipment - Audio Visual Equipemnt For Speakers is ordered after receiving the speaker needs from the from the person who is doing the CEU's

Important Deadlines for Convention Chairperson

- Spring EC meeting - site should be determined and approved by the EC or President
- October – Speaker Comm. should have confirmed final list of speakers
- December- Registration Comm. should have information for registration forms ready to be posted to the web site and emailed in January
- One month prior to Convention - Notify all regions of number of estimated registrants so copies of handouts, can be prepared. Check with each regional president for last minute details to be settled.

RESPONSIBILITIES FOR COMMITTEES

DECORATIONS/GIFTS:

1. Decorations (limit \$25/table) for lunch tables, awards banquet, and other areas as needed
 - a. Display table for award plaques, networking bulletin board, Poster Session, if applicable
 - b. (This region typically donates \$250 towards these decorations)**
2. Obtain items for door prizes (limit \$500)- a few good prizes are preferable to several small ones
 - Spread drawings through out the convention
 - Submit receipts for purchased items to Treasurer for reimbursement
 - Write Thank You notes for all donated items
3. Obtain gifts for speakers to include pre-conference speakers (limit \$50/speaker, keynote speaker \$100)

SPEAKER COMMITTEE:

1. Line up speakers and back-up speakers by October EC meeting
 - Contact possible speakers and select final list
2. Upon confirmation of speaker, send each a form requesting title of presentation, objectives, content, teaching method, equipment needs. (This information is needed to acquire CEU approval.)
3. Send equipment needs to Convention Chair
 - Assign facilitator for each speaker to make introductions
 - Equipment for speakers and vendors
 - Get list from Vendor Committee
 - Audio-visual equipment available for convention area
 - Electrical Supply for vendor area and Market Place
4. Send Thank You letters to speakers
5. Complete CEU application and related duties
 - Obtain CEU application from MNA and submit it two to three months before convention
 - Prepare evaluation forms for each speaker
 - Collect forms at end of convention
 - Submit necessary information forms to MNA
6. Draft agenda and submit to Registration Committee by December
 - Send agenda to speakers
7. Compose brief biographical sketch of each speaker to be included in registration packet. Include contact information
8. Prepare copies of handouts and bring to convention. (Number of registrants can be obtained from Registration Comm.)
 - Speaker Comm. will prepare handouts and bring enough copies to convention.

REGISTRATION COMMITTEE:

1. Prepare registration forms
 - EC will decide theme/title and fee for convention
 - Obtain e-mail list from Estelle Watts, Office of Healthy Schools.
 - Treasurer will verify membership of registrants
2. Post to website registration forms
 - 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 convention date, with

certified, return-receipt mail recommended. Refunds will be processed within 2 to 3 weeks following the convention.

3. Registration policy: Regular registration must be postmarked by (date/minimum of 2 weeks prior to event).
4. Prepare receipts for registrants – pre-registered and on site.
5. Order registration gift. (Limit cost to \$20/person)
6. Prepare name tags from registration list and have blank tags available for on site registrants
7. Prepare registration packets
 - Design and print agenda based on information from Speaker Comm.
 - Obtain pocket portfolios or similar folder for packet
8. 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.
9. Assign workers for the registration desk
 - Registration desk should be open on the afternoon of the pre-conference, and early morning of first day
 - It works best to have separate areas for pre-registered and on site registration
 - Distribute registration packet with registration gift

VENDOR COMMITTEE:

1. Contact potential vendors and sponsors
 - Obtain information from Environmental Com. about site, dates, space available, etc.
 - Determine schedule for each vendor - set-up time, space, equipment, outlet, etc.
 - Exhibit times will be determined when the agenda is completed
 - Obtain sponsors for continental breakfast/s, lunch, breaks, social event
 - Vendor and sponsors should send fees directly to Vendor Chair Person who will then forward the checks to the MSNA Treasurer.
 - Send Vendors a copy of the agenda
 - Compile list of all vendors and sponsors to be included in the registration packet & print list of vendors/sponsors for packet.
 - Write Thank You notes/letters to all vendors and sponsors
2. Develop guidelines for the Market Place and Poster Session and send this info. to each Regional Presidents
 - Give deadline for notification of intent to participate (even if they don't have a specific activity decided on)
 - There is no charge for either Market Place or Poster Session participation, but space may be limited, check with Convention Chair.
 - When the agenda is finalized, notify Market Place and Poster Session participants. These activities will generally coincide with “exhibit” times for vendors.