Locally-Managed Live Continuing Education Program Hosting

NASN will be responsible for:

- Providing sample marketing materials with required wording
- Providing an electronic mailing to NASN members
- Providing NASN presenter(s) trained to present the specific program
- Providing ANCC Continuing Education contact hours and certificates
- Providing the program evaluation forms and summary of results
- Maintaining Financial & CNE records of the program

Host site will be responsible for:

- Funding program implementation costs including program fee, materials fee, presenter honorarium, travel, lodging, facility rental and audio visual equipment
- Collaborating with NASN to determine participant fees *(NASN recommends offering a discount for NASN members; host will retain participant fees)*
- Arrange program site logistics *(NASN will set specifications)*
- Submitting marketing materials and agenda for NASN approval prior to publishing
- Meals and refreshments (if desired)
- Confirm final material orders a minimum of 2 weeks in advance
- On-site staffing and registration tasks
- Returning rosters and completed evaluations to NASN within 2 weeks of event
- Postage and re-shelving fee for return of excess manuals

Fees payable to NASN:

- Program fee (deposit due 45 days prior to the program date)
- One set of participant manuals/materials per attendee, includes shipping and handling
- Presenter fees (travel, lodging and per diem)

Profits:

- Profits will be retained by the Local Host