



# 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