

Committee: Speaker committee

Action Item: Obtain CE's (ANCC preferred)		
Action Steps:	Due Date:	Comments & Suggestions:
1. Find CE source	9 months	A. The CE source will have speaker forms; B. Need before ANY mention of CE credits, even for save the dates CE source needs to be involved
2. Negotiate price per CE	9 months	A. May be a charge per participant CE
3. Send out forms requested & provided by CE source.	8 months & 3 months	A. Will need to obtain forms approx 2 times; Many of these forms are to the Speakers. B. Forms are also needed from vendors donating items or unrestricted educational grants. C. Plan tracking method of forms; may need to request more than once so set early return due dates
4. Obtain handouts from speakers	1 month - 2 weeks	A. Also refer to actual CE day action item
5. Actual sign in sheets	Day of CE	A. Actual sign in list with title and date of program, attendee name and signature line. (CE provider should have this form). B. At completion of program the original sign in sheets need to be given to CE coordinator to give to CE provider.
6. Handout of CE certificates and Collection of Evaluations	1 month	A. Determine method of handing out CE certificate and if name is printed on CE certificate. B. Determine method of collecting evaluations

Action Item: CE Day Schedule		
Action Steps:	Due Date:	Comments & Suggestions:
1. Determine day of CE	12 months	A. Coordinate with site, registration & vendor committees
2. Create schedule of CE day	12 months	A. ANCC requires 60 minute presentations B. Suggest 1 morning, 1 afternoon & lunch breaks
3. Vendor display times	12 months	A. Work with vendor & site committee. B. Vendor exhibit space can not be in the same room as presentations per ANCC CE guidelines.
4. Marketing of CE day	12 months	A. Identify methods of marketing (Recommend separate committee) B. If staff nurses invited, ask each committee member to fax, email or send registration flier to their contacts. C. Email lists from State reps.

Action Item: Speakers		
Action Steps:	Due Date:	Comments & Suggestions:
1. Topic & Speaker recommendations	12 months	A. Obtain speaker recommendations B. Speaker fee offered C. Travel & room allowances
2. Speaker confirmation	10 months	A. Send out forms required by CE Source ASAP.
3. Speaker reservations (travel & room)	3 months	A. Assist with reservations (airline & room) B. Need source of funds C. Plan transportation to and from airport to conference.
4. Coordinate CE speaker forms	8 months & 3 months	A. Refer to Obtain CE's Action Item
5. Handouts	1 month - 2 weeks	A. Speaker handouts will be large files. Ask for pdf version or Free sources to send large files include: Dropbox, Yousendit, Google docs. B. Identify handout type (electronic or printed) C. Identify printing costs & who responsible. D. Assembly: when, how, who
6. Intro CVs	1 month - 2 weeks	A. Obtain any time; need for CE Day

Action Item: Actual CE Day		
Action Steps:	Due Date:	Comments & Future Suggestions:
1. Room moderators	3 months	A. Light control B. Remind to get in seats C. Check room temp D. Obtain AV help (prearranged) if needed E. Water for speakers prepared
2. Speaker greeter	3 months	A. Need to transport B. Greet speakers C. Show to room for speaking D. Find out additional needs
3. Speaker Thank yous & payments	3 months - Program Day	A. Give payment with Thank you day of CE
4. AV equipment source & trouble shoot	At time of site contract signing	A. Plan ahead for problems! B. May need to consider MAC connectors for videos. C. Extra MIC for questions. D. Recommend back up presentation ready in case speaker does not show.
5. Speaker timer	3 months	A. Method of presentation timing warnings. B. Water for speakers C. Show speakers how AV equipment works D. Assign this role.
6. Introduce speakers	3 months	A. Will need CVs of speakers
7. MC for the day	3 months	A. Keep the flow going of day B. Make announcements C. Check room temperature

8. Method to get people back in seats	3 months	A. Prizes, fun videos, etc. (2 min warning)
9. Breaks & lunch location & food	Per site committee	A. Coordinate with site committee