

# NATIONAL EMERGENCY NURSES ASSOCIATION



Committee	National Conference Committee
Number of Pages	2
Approval Date	February 2016
Past Revision Dates	November 2012, January 2016
Next Revision Date	November 2018

The NENA National Conference occurs annually, usually in the spring, in various locations across Canada. Conference locations are chosen by the NENA Board of Directors and President’s Council, taking into consideration previous locations, transportation accessibility, and hotel accommodation/conference area availability and in cooperation with the local provincial affiliate. Conference locations are chosen 2-3 years in advance, rotating between eastern, central and western Canada.

Once a location has been chosen, a call for Conference Chairperson is sent out by NENA Board of Directors. (Please see National Conference Chairperson Policy)

The Conference Chairperson will work together with NENA Board of Directors to assemble a conference committee (see included Expression of Interest)

Standing members of each National Conference Committee shall be NENA Past President/President Elect and NENA Treasurer.

Conference Committee shall be responsible for budgeting, planning and coordinating the National Conference. (Please see NENA National Conference Policy)

# NATIONAL EMERGENCY NURSES ASSOCIATION

## Expression of Interest

This is your opportunity to be a part of the NENA team as we create our \_\_\_\_\_ National Conference Committee.

Standing committee members shall be NENA Treasurer and Past President/President Elect.

We will be filling the positions of conference committee members.

The \_\_\_\_\_ Conference will be held in \_\_\_\_\_, spring of \_\_\_\_\_ (exact dates and location to be determined by the committee). This committee, led by the chairperson, is charged with planning the \_\_\_\_\_ NENA National Conference. Committee members will be responsible for conference theme and design, conference registration, calling for and reviewing abstracts, selection and confirmation of topics and speakers, introducing/coordinating speakers at the Conference, accommodation and catering arrangements, obtaining conference sponsorships, coordinating vendor display arrangements and other tasks as identified.

Members of this committee are encouraged to attend all scheduled planning meetings, as this is crucial to the success of the conference. Most meetings will be conducted through the use of teleconference, skype, live meeting, etc.

Selection of the committee will be based on the following criteria, but not limited to:

- NENA Member
- Previous provincial activity
- Previous conference planning experience preferred
- At least 1 member from host city or close to it
- In person meetings not required but may occur if deemed necessary
- Commit to participation x 2 – 3 years
- Must attend the conference and be in host city for week prior to conference
- Resume/Curriculum Vitae must be sent with application
- References may be requested at a later date

We invite NENA members to submit their applications, using above criteria and telling us why we should choose you to be on the committee. Members from across the country are encouraged to apply.

Deadline for applications is \_\_\_\_\_

Applications to be submitted to [secretary@nena.ca](mailto:secretary@nena.ca)

*NENA relies on its members to shape the direction of our association. Your contributions are invaluable and we thank you for all your support.*