

NATIONAL EMERGENCY NURSES ASSOCIATION



Committee	National Conference Committee
Number of Pages	1
Approval Date	November 2019
Past Revision Dates	November 2012, January 2016, November 2019
Next Revision Date	November 2021

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, 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.

The Conference Chairperson will work with NENA Board of Directors to assemble a conference committee.

Standing committee members shall be NENA Financial Administrator/appointed Financial Liaison and Vice President.

Conference Committee shall be responsible for budgeting, planning and coordinating the National Conference.

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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 Financial Administrator/ appointed Financial Liaison and 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.

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
- Commit to participation x 2 – 3 years
- Must attend the conference and be in host city prior to conference
- Resume/Curriculum Vitae must be sent with application
- References may be requested

We invite NENA members to submit their applications, using above criteria. Members from across the country are encouraged to apply.

Deadline for applications is _____

Applications to be submitted to 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.