

## FAQ Fall Learning Series

### Set Up Summary

1. All chapter can participate and will receive funding support
  - a. Each chapter's budget will be based on the type of product theatre or CE funding each chapter has (typically based on average attendance)
2. 3 CE slide decks will be developed, including speaker notes
  - a. Chapter leaders will choose a minimum of 1 CE slide deck and maximum of 3
  - b. Chapter leaders may submit up to 1 individual CE program that will be reviewed by the CE Committee
3. Chapter leaders will be responsible for the following
  - a. Choose
    - i. Venue and catering menu (deadlines of venue)
    - ii. Date and time of event
    - iii. Speakers (if you need assistance identifying speakers let Mariel know and she will work with the FLS committee to assist you)
  - b. Approve
    - i. Invitation email
  - c. Send to National Office Promptly
    - i. Sign in sheet
    - ii. Completed membership application forms
    - iii. Final receipt

### Venue

1. **Does the Chapter Leader sign the final contract?**
  - A. No, Mariel Snyder will review the final contract, sign it, and provide the PCNA credit card
    - i. Send final receipt back to Mariel once your event is complete
2. **What is the typical budget for food and beverage?**
  - A. This will vary on the size and location of your program. Hotels typically have a food and beverage minimum of \$1,000 - \$2,000, this number will be based on the estimated number of people attending the event. Unless your average attendance is above 50, please use a venue other than a hotel. The average cost for a meal should be between \$20 - \$30 a person.
3. **Should we go with a plated or buffet style meal?**
  - A. I recommend a buffet style that is simple. It is easy for the line to back up if there are too many options. Example: go with a ready to go meal versus a make your own sandwich and make sure the buffet is accessibly from both sides (i.e. Not against a wall)
4. **What is a reasonable room rental amount?**
  - A. The average room rental in a hotel is around \$300 - \$400. The average room rental at a restaurant is around \$100 – 200. Sometimes the room rental is complimentary based on the number of attendees you estimate. Keep in mind whether you will have exhibitors, make sure to denote space for a table or two outside of the area the CE program will be presented. Check with your venue (especially your hospital) if product theatres/exhibitors are allowed onsite.
5. **How many people should I estimate for my event?**

- A. Contact Mariel and she will let you know what your average attendance is.
- 6. When should I have my dates chosen for my program?**
- A. ASAP. Deadline June 20.
- 7. When should I have my venue chosen?**
- A. ASAP. Deadline June 20.

## Presentation Topics

- 8. How many CE presentations do we need to give?**
- A. A minimum of one CE presentation must be chosen from the 2017 list. You may choose to use all three or just one. You also have the option of creating your own slide deck (maximum of 1) in addition to the minimum of one chosen from the below list. The maximum CE presentations for your event is 4. You may also use CE presentations from our CE library if your chapter has not used them in the past, the list is located [here](#).
- 2017 CE Presentations**
- TBD
  - TBD
  - TBD
- 9. Can speakers change the slide decks provided by PCNA?**
- A. Speakers are encouraged to add case studies that are relevant to their specific experience.
- 10. When should I have my CE topics chosen?**
- A. Deadline July 15.
- 11. When will the slide decks be available to view?**
- A. Mid-August

## Speakers

- 12. Do I need to find speakers for the CE presentations provided by PCNA?**
- A. Yes. Speakers will need to fill out a speaker disclosure, speaker bio, and W9 form. Please send completed forms to Mariel. If you need help identifying a speaker let Mariel know and she will work with the FLS committee to help.
- 13. Can we pay our speaker an honorarium?**
- A. Yes, the maximum honorarium available to speakers is **\$250**. If you are going to pay a speaker honorarium, you **MUST** collect their W9.
- i. A thank you letter to speakers will be provided to chapter leaders

## Marketing

- 14. Will PCNA send out emails to attendees?**
- A. Yes, we will send an email out to everyone in our database within a certain mile radius of your venue. Typically emails go out as follows:
- i. Save the Date: 1-month out
  - ii. Formal invitation: 2-weeks out
  - iii. Reminder: 1-week out
  - iv. Reminder to only those who have pre-registered: 2-3 days prior to event
- 15. Will PCNA provide a flyer?**
- A. Yes, this is available on the [Chapter Leader Central](#) website.

**16. What else is PCNA doing to help spread the word?**

- A. We will be using Facebook, the newsletter, JCN, and direct mailings as different avenues to spread the word.

Registration and Agendas

**17. Will attendees register online?**

- A. Yes, they will register through their PCNA account and will be encouraged to let PCNA know if they can no longer attend at least 5 days prior to an event.
  - i. Chapters will receive an updated sign in sheet prior to the event. Attendees will sign this sheet and the sheet will be sent back to Mariel. Rachel will then email all those who actually attended the program and provide a link for them to fill out their Evaluation Forms online in exchange for an electronic copy of their CE certificate.

**18. What are some example agendas?**

- A. Breakfast Program:
  - 8:00 – 8:30 Registration
  - 8:30 – 9:30 Product Theatre – Non CE – Breakfast Served
  - 9:30 – 10:30 Presentation 1 (1 CE)
  - 10:30 – 11:30 Presentation 2 (1 CE)

Lunch Program:

- 9:00 – 9:30 Registration
- 9:30 – 10:30 Presentation 1 (1 CE)
- 10:30 – 11:30 Presentation 2 (1 CE)
- 11:30 – 12:30 Product Theatre – Non CE – Lunch Served
- 12:30 – 1:30 Presentation 3 (1 CE)

Dinner Program:

- 5:30 – 6:00 Registration
- 6:00 – 7:00 Product Theatre – Non CE – Dinner Served
- 7:00 – 8:00 Presentation 1 (1 CE)

FLS Box and Email

- 1. Boxes will include:
  - a. Agendas
  - b. Honorarium checks (if you are providing honorarium your speakers MUST submit a W9 form)
  - c. Patient education
  - d. PCNA pens and notebooks
  - e. AS save the dates

A few days prior to the event you will be emailed:

- a. Sign in Sheet (this will need to be sent back to the national office)

## Sponsorship

### **19. Do I have a product theatre?**

- A.** All product theatres are 1-hour long.

2017 product theatres TBD

### **20. Can I have outside sponsorship, such as an exhibitor?**

- A.** This will depend on the sponsor and event
- i. Do you have a product theatre? Then this sponsor will also have an exhibitor table
  - ii. All of our CE sponsors have the option to have an exhibitor table for an additional cost
  - iii. If you do not have a product theatre, if a company is a National Partner of PCNA they may have an exhibitor table for an additional cost
    1. Please contact Mariel for more information about National Partners of PCNA