FAQ Spring & Fall Learning Series

Summary

1. Chapter leaders will be responsible for the following
   a. Choose
      i. Date and time of event
      ii. Venue and catering menu
      iii. CE Topics
      iv. Speakers (if you need assistance identifying speakers let Mariel know and she will assist you)
   b. Approve
      i. Invitation email
      ii. Chapter Webpage
   c. Send to National Office Promptly
      i. Sign in sheet
      ii. Final receipt

Venue & Budget

1. **What is the budget for my program?**
   A. All chapters can participate and will receive funding support.
   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. **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
3. **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 (restaurant with AV capabilities, community center, hospital). The average cost for a meal should be between $25 - $35 a person.
4. **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 accessible from both sides (i.e. Not against a wall)
5. **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.*
6. **How many people should I estimate for my event?**
   A. Contact Mariel and she will let you know what your average attendance is.
7. **When should I have my dates chosen for my program?**
   A. For the spring series, by Jan/Feb. For the fall series, Jun/July.

8. **When should I have my venue chosen?**
   A. At least 2 months prior to your event.

CE Summary

1. New slide decks will be developed each year which will include speaker notes
   a. Chapter leaders will choose a minimum of 1 CE topic.
   b. Chapter leaders may submit original content CE that will be reviewed by the CE Committee. Chapter Leaders must complete the following:
      i. Chapter Application (completed by chapter leader)
      ii. CE outline (completed by speaker)
      iii. Planning Disclosure (completed by chapter leader)

2. **How many CE presentations do we need to give?**
   A. A minimum of one CE presentation must be chosen from the current year's PCNA list. You may choose to do any many presentations as you would like, you must have a minimum of 1.
   A. You also have the option of creating your own slide deck in addition to the minimum of one chosen from the PCNA list.
   A. In addition to choosing a presentation from the PCNA list, 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.
3. **Can speakers change the slide decks provided by PCNA?**
   A. Yes, as long as the objectives are met.
4. **When should I have my CE topics chosen?**
   A. At least 2 months prior to your program.
5. **When will the slide decks be available to view?**
   A. At least 1 month prior to the first program of the series.

Speakers

1. **Do I need to find speakers for the CE presentations provided by PCNA?**
   A. Yes. Speakers will need to fill out the below.: Please send completed forms to Mariel.
      i. Speaker disclosure
      ii. Speaker bio
      iii. W9 form
2. **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.

Marketing

1. **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

2. **Will PCNA provide a flyer?**
    A. Yes, ask Mariel for the template.
3. **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

1. **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.
2. **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)

Program Materials.

1. **Will I be sent any PCNA Materials?**
    A. Yes, Alexa will send a box containing the following:
        i.   Agendas
        ii. Honorarium checks (if you are providing honorarium your speakers MUST submit a W9 form)
        iii. Patient education
        iv. PCNA pens and notebooks
        v.   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

1. **Do I have a product theatre?**
   A. Confirm with Mariel if you have a product theatre. All product theatre presentations are 1-hour long and are non-CE.

2. **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 may 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 a company approaches you about exhibiting at your program, please direct them to Mariel to work out the details.