



CE Symposia Guidelines

ASPMN® 29th National Conference – September 18-21, 2019 – Portland, Oregon

The American Society for Pain Management Nursing's mission is to advance and promote optimal nursing care for people affected by pain by promoting best nursing practice. This is accomplished through education, standards, advocacy and research.

ASPMN's goals include the following:

- *Access to quality care:* All people will have access to health care services that provide quality pain management care as defined in core values.
- *Public Awareness:* The public will demonstrate self-advocacy skills essential to their pain care needs.
- *Professional Resources:* Members will have instant, easy and affordable access to current, best practices and evidence-based resources.
- *Education:* All health care professionals and their patients will benefit from pain management education.
- *Professional Recognition:* Nurses in pain management will be respected, valued and compensated for their expertise as an integrated and indispensable member of the health care team.

Please review the Frequently Asked Questions document for more details.

ASPMN® uses the following process for CE satellite symposia:

1. The symposium provider or communications partner representative will provide the proposed satellite symposium information to the ASPMN® Executive Office no later than **July 3, 2019** for consideration.
 - a. Title and brief session description
 - b. Tentative presenters for the symposium
 - c. Objectives of the symposium
 - d. Confirmation of funding
2. The ASPMN® Conference Planning Committee will review and approve the educational program.
3. The symposium provider or communications partner representative is responsible for payment of honoraria and travel expenses directly to the speakers.
4. **The symposium provider or communications partner representative is responsible for all marketing costs and stand-alone brochures advertising the symposium.**
5. ASPMN® will advertise the symposium on the association's official web site, and on the conference "app".
6. The symposium provider or communications partner representative will collect, collate and print the symposium handouts, if any.
7. The symposium provider or communications partner representative will provide all necessary information at the times established by ASPMN® for the contact hour application by July 3, 2019.
8. **ASPMN® will utilize its CE provider status for each symposium as part of the overall National Conference. ASPMN® does not allow CE symposium providers to apply for their own continuing education. ASPMN® does NOT apply for continuing education for enduring materials, nor can ASPMN® provide continuing education for enduring materials.**
9. The ASPMN® Executive Office will designate space for the symposium.
10. An ASPMN® Executive Office staff person will be responsible for all aspects of the event and will coordinate all activities, including food and beverage needs and audio visual equipment (in conjunction with ASPMN®'s meeting manager), with the communications company representative.

ASPMN® Contact Person:
Christie Ross
Education Program Coordinator
(913) 222-8626
christie@aspmn.org
11. ASPMN® staff will handle all registrations for the symposium and provide a complete list of participants to the symposium provider or communications partner representative after the event. Please note that all conference attendees are eligible to attend this event, and they register for it on the ASPMN® National Conference registration form.
12. ASPMN® staff will provide a one-time use attendee list to the symposium provider or communications partner representative for advertising its symposium. This list will be provided four weeks prior to the conference (this list will most likely only include

approximately 75% of the total attendance as meeting registration will still be in progress).

Please note, this list only includes mailing addresses. No email addresses will be provided.

13. All advertising for the symposium must be pre-approved in writing by the ASPMN® Executive Office prior to printing. Please allow five business days for approval.
14. ASPMN® Executive Office staff will provide the symposium provider or communications partner representative with participant evaluation responses for the symposium and will provide a full pre-registration and post-attendee registration list four weeks prior to and six weeks after the event respectively.
 - a. Please note that ASPMN® only evaluates the speakers and the objectives provided. If you need immediate feedback about other aspects of the event, you are welcome to do your own feedback form during the event.
15. An administrative fee will be assessed for the symposium. Each fee is inclusive of a meal, which the ASPMN® Executive Office staff will coordinate, standard A/V equipment and contact hour provider fees. The breakdown is as follows:

Breakfast -- \$37,000
Lunch -- \$47,000
Dinner -- \$67,000

16. Standard A/V includes:
 - Screen (2)
 - LCD projector (2)
 - Multimedia Switcher (1)
 - Laptop (1)
 - Wireless cue system (1)
 - Pipe & drape backdrop
 - Speaker confidence monitor (1)
 - Standard speaker set
 - Computer audio (1)
 - Floor microphone (1)
 - Podium microphone
 - Wireless lavalier microphone (1)

ANY additional A/V requirements will be provided by ASPMN®'s A/V representative at the cost of the symposium provider. Please let Christie Ross know if you need additional A/V equipment, and we will provide contact information to you.

Information to be included in the proposal:

1. Completed Educational Activity Overview Form for the session, to include objectives, outline, time allotted for each topic, speakers assigned to each topic and the type of presentation (form included)
2. Proposed speakers and a Biographical/Vested Interest Form for each speaker (form included)
3. A paragraph description (approximately 250 words) of the session that, when approved, can be used in the conference brochure
4. Name and contact information of the communications company handling the symposium and contact information of the provider

5. Additional needs – additional A/V equipment, separate room for slide review, etc.
6. Signed provider agreement

Advertising Regulations

1. All advertising for the symposium must be approved by the ASPMN® Executive Office prior to printing.
2. Advertising should state, “The symposium is supported through an unrestricted educational grant provided by (provider name)” in accordance with ASPMN® policy.
3. ASPMN® does not endorse satellite symposia and should not be indicated as endorsing the symposium in the advertising.
4. ASPMN® does not allow “door drops” at its conferences, but will allow one marketing piece for each symposium in the conference tote bag, which is given to each attendee. These must be received at the ASPMN® Executive Office no later than **Friday, September 6, 2019**. Please send 400 copies of the marketing piece to ASPMN®, 4400 College Boulevard, Suite 220, Overland Park, KS 66211, and email the tracking number, number of boxes and shipping method (FedEx, UPS, etc.) to Christie Ross at christie@aspmn.org.
5. An accreditation statement must be included in all advertising. The following statement is used: “The Greater Kansas City Chapter of the American Society for Pain Management Nursing® is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering has been submitted for approval of contact hours applicable for RN, LPN, LMHT relicensure and pharmacology hours for APN relicensure.”

Cancellation Policy

Should the symposium provider be unable to provide the symposium as indicated on the provider agreement, the representative shall promptly notify ASPMN®. All sums paid by the symposium provider, less a service charge of 50 percent, will be refunded after the conference. No refund or cancellation will be accepted on or after July 3, 2019.

Should you have any questions regarding the satellite symposium, please contact Christie Ross at christie@aspmn.org or (913) 222-8626.



ASPMN® CE SYMPOSIUM PROVIDER AGREEMENT

Providing Organization:			
Communications Company:			
Symposium Contact:		Billing Contact:	
Symposium Contact Phone:		Symposium Contact Email:	
Billing Contact Phone:		Billing Contact Email:	

Full Address (include contact person and full mailing address – the invoice for the symposium sponsorship fee will be sent to this address): _____

Our organization requests to hold the following activity at the ASPMN® 27th National Conference:

Level of Sponsorship:

- Breakfast - \$37,000
- Lunch - \$47,000
- Dinner - \$67,000

Preferred Date:

- Thursday, September 19
- Friday, September 20
- Saturday, September 21 (no dinner available)

Slide Review Room Needed – Date/Time: _____

Payment must be received in full prior to confirmation of space/date for your event. Please remit payment to ASPMN® within 30 days of submission of this form. Payment may be sent to:

ASPMN®
 4400 College Boulevard, Suite 220
 Overland Park, KS 66211

Payment Information: Check American Express Discover MasterCard Visa

Card Number: _____ Exp: _____

Name on Card: _____

Cardholder Signature: _____

I have read and will adhere to the guidelines set forth in the CE Symposium Guidelines provided to me with this agreement.

 Signature of Authorized Contact Person

 Date

Return this form via email to Christie@aspmn.org prior to July 3, 2019.



BIOGRAPHICAL DATA/CONFLICT OF INTEREST FORM
 Return this form to christie@aspmn.org by July 3, 2019.

INSTRUCTIONS: Complete ALL sections. Use this format only to provide the documentation of an individual's expertise related to his/her role in the activity. **Do not attach any additional material such as curriculum vitae.

Presenter

Name, Degrees & Credentials (i.e. BSN, MSN)	
Preferred Address	
Preferred Phone	
Cell (to only be used onsite at the conference if needed)	
Email Address	
Present Position (title) & Employer	

Education: Include basic college preparation through highest degree(s) held.

Degree	Institution (Name ,City, State)	Major area of study	Year degree awarded

Describe your expertise/professional experience related to your role in this activity.

VESTED INTEREST DISCLOSURE DECLARATION

***Please check the appropriate line.**

_____ I declare that I have no actual, potential or perceived vested interests in relation to this program.

_____ I declare that I have a vested interest/arrangement or affiliation with an organization(s) that could be perceived as a real or apparent conflict of interest. **This fact will be made known to attendees of the activity.** Such disclosure allows the audience to better evaluate the objectivity of the information presented in sessions.

Organization/Potential Conflict	
Organization/Potential Conflict	
Organization/Potential Conflict	



EDUCATIONAL ACTIVITY OVERVIEW FORM
29th National Conference – 18-21, 2019 – Portland, Oregon

Return this form to christie@aspmn.org by July 3, 2019.

Session Title	
Main Presenter	
Session Date/Time	
Total Number of Contact Hours (50 min. = 1.0 CNE-KSBN)	
Overall Objective for this Session	

Objectives	Content	Time Frame	Presenter	Teaching Strategies
List the educational objectives (must have a minimum of 3 for a single lecture; when more than lecture is being given, a minimum of 2 objectives is required for each presenter).	Provide an outline of the content/topic presented and indicate to which objective(s) the content/topic is related.	Provide a time frame for topic/content area in minutes. <i>If your presentation includes pharmacology content, indicate the number of minutes below in addition to the total number of minutes.</i>	List the presenter for each topic or content area.	List the teaching strategies by each presenter for each topic or content area.
		____ Pharmacology Minutes		
		____ Pharmacology Minutes		
		____ Pharmacology Minutes		



ASPMN® Symposia Frequently Asked Questions

Q. How does registration for our symposium work?

A. Attendees do not register for the symposia in the typical manner that you may be accustomed to, so please note our process. ASPMN® takes conference registrations for our attendees. While registering for the ASPMN® conference, attendees specify which events they plan to attend. The ASPMN® staff keeps track of the registrations for each event and tallies the numbers every Friday. We also will take registrations on-site for our conference, and subsequently, more attendees may attend the symposia. It is not necessary for you to take registrations at the door as anyone who has registered for our conference (and therefore has a badge) will be allowed to attend. We expect approximately 350 conference attendees overall for 2019. You may ask Christie Ross for a count of people who have RSVP'd for your event at any time, and we will provide you a list of conference attendees, 90% of whom register to attend the symposia, four weeks prior to the conference.

IF there are federal regulations governing conduct related to your event (you MUST have everyone sign in, etc.), please contact Christie Ross prior to confirming your funding of the event, and we will work with you to ensure that the information you need is collected ahead of time, if at all possible.

Q. How does the evaluation work?

A. ASPMN® conducts an electronic evaluation of each of our events, including the symposia. Our evaluation is posted on our website for attendees to complete. Attendees must complete the evaluation in order to receive continuing education credits for the entire conference. A separate certificate for each symposia attended is not given, and only the objectives and speakers are evaluated on ASPMN®'s evaluation. If you wish to gain feedback on other aspects of the event, please feel free to provide your own feedback form to attendees.

Supporters that are interested in collecting a one-page evaluation from attendees on-site after their program may do so. It is the supporter's responsibility to provide the materials and the opportunity for attendees to complete their symposium evaluation. Supporters that choose to do this should be mindful that time to complete the evaluation should be allocated within the time block given for their presentations as there is minimal time after the activity ends until the next activity begins. ASPMN® will also share its evaluation responses pertaining to your symposium within six weeks following the conference.

Q. Can we bring posters and signage to advertise our event?

A. Yes. Please keep in mind that we may have more than one symposium being conducted at our conference. We may have three breakfast and three lunch presentations being offered, and they are all being held in the same room throughout the conference. If your supporter has a booth at our conference, the best place to put signage is in your booth prior to the event. On the day of the event (or the evening prior, if the event is a breakfast), we will allow posters and signage to be set up. These must be free standing or on easels and cannot be hung on walls, pillars or from the ceiling. If you have a lunch symposium, you may not put up your posters/signage until after the breakfast symposium has ended.

Q. Will ASPMN® do a “Door Drop” for us?

A. No...and yes... ASPMN® and the hotel do not allow typical door drops (items to be placed under hotel doors for the next day). However, we will be happy to put a “stuffer” into our tote bag which highlights your event. Most supporters provide postcards or flyers and have our staff stuff these items into our tote bags. There is no extra charge for this service. However, there are some stipulations:

- 1) Please print 400 of the items for distribution.
- 2) The information must be shipped to arrive **no later than September 6, 2019** at the following location and address:

ASPMN®
Attn: Christie Ross
4400 College Blvd., Ste. 220
Overland Park, KS 66211
(913) 222-8626

Please email Christie Ross at christie@aspmn.org to let her know your materials have been shipped. Please include your tracking number(s), number of boxes and the method of shipment (Fed Ex, UPS, etc.).

It is important to label your box(es) with the following: “Symposia/Scheduled Date/Scheduled Time” for example: **Symposia/September 19, 2019/Lunch**. Please note that it will be extremely helpful if you send the shipment tracking number of your box(es) of materials that we will be stuffing for you into the tote bags (via email) to Christie Ross at christie@aspmn.org. We will begin stuffing tote bags on Monday, September 16. If we do not have your insert by this date, it will not be stuffed into the tote bags. As also specified within the Symposium Guidelines, please remember we must approve all information to be provided to the attendees.

Q. Can we mail a promo piece to the attendees?

A. Yes! However, in order to be sure you capture our most complete listing of attendees, please keep in mind that we accept registrations through early September, and the longer you can hold out in getting this list, the more attendees you will have on the roster. We will send you an Excel spreadsheet of our registered attendees’ mailing addresses approximately four weeks prior to the conference. Email addresses will not be provided.

With regard to the promo pieces, for the most part, ALL of our attendees will be attending your symposium. The way we have outlined our education program, and the fact that we serve food, gives great attendance at ASPMN®’s offered symposia. Therefore, if you are not sending a promo piece prior to the conference, don’t worry...you have provided the opportunity...and attendees will come. WE PROMISE!

Q. Can you give us some information about the distribution of handouts?

A. If you are providing hard-copy handouts, we assume that you will handle the printing and shipping. We also assume that you have staff who will be helping with the distribution of the handouts. It works best if the handouts can be placed on the chairs at each place setting since the hotel may pre-set some of the food. In addition to these hard copy handouts, you are welcome to have your handouts posted to our website handout page. ASPMN® does not print handouts for the remainder of the conference sessions and posts presentations in handout view for attendees to conveniently download and print prior to the sessions if they wish. Symposia handouts will be posted with your permission when you send your final presentations to be approved by our office.

Q. We are having a meal event. When should we begin to order the food from the hotel?

A. ALL of our symposia are meal events. In order to meet our contractual obligations with the hotel, and to ensure we don’t repeat the same meal for different events, our meeting manager,

Debbie Jennings, is in charge of all of the menus for the conference. Debbie will order different meals for the attendees each day and will plan a great meal for your attendees.

Q. We are planning on video/audio taping our symposium. When can we get in the room to set this up?

A. Keep in mind that since all of our symposia presentations are in the same room, we must be courteous to one another as each day we may have as many as three events. Immediately after each event, that event will be broken down, and the next presentation will be set up. Breakfast symposia have the option of setting up the night before if they wish. In some instances, this means that breakdown and set-up must occur within a three-hour time span so please be sure your crews are aware of this time crunch. If you have extensive sets and A/V needs please contact Christie Ross at christie@aspmn.org, and she can put you in touch with our A/V contact.