The American Psychiatric Nurses Association
21st Annual Meeting
October 3-6, 2007
Orlando, Florida

Guidelines for Hosting Industry Sponsored Educational Symposia

The American Psychiatric Nurses Association (APNA) will hold its 21st Annual Meeting, October 3–6, 2007, in Orlando, Florida. Approximately 830 individuals attended the 2006 meeting in Long Beach and we anticipate approximately 800 in 2007 in Orlando, Florida.

The mission of APNA is to promote and improve mental health. Our vision is that APNA will be a leader in transforming mental health care in the nation.

In fulfillment of this mission, APNA has established goals that relate directly to the education of psychiatric mental health nurses. It is with your help that APNA can effectively meet the needs of the mental health community through educational programs.

Sponsorship of an Official Educational Symposium at the APNA Annual Meeting

For a $20,000 unrestricted educational grant to the American Psychiatric Nurses Association, your company can host a ninety-minute breakfast or luncheon educational symposium during the 2007 APNA annual meeting. Proposals for an educational symposium should be received no later than February 16, 2007 in order to include the title in the program & registration brochure. Prior to this, the chair of the program must be approved by APNA’s Director of Practice and Education. APNA will continue to accept applications after February 16th but only if openings remain. APNA administers the educational aspect of each symposium.

A sponsored educational symposium is defined as: A scientific program developed by industry or other groups independent of APNA. All programs must be in compliance with federal and state laws that regulate the marketing and promotion of reimbursable health care products. The attendance must be open to all APNA meeting attendees and is only available to individuals registered for the APNA Annual Meeting. The entire program (including any social function) will be scheduled by APNA staff so as not to conflict with the official APNA program.

Scheduling Your Educational Symposium

The following hours, which will not conflict with official APNA programming, are available for these events:

Thursday, October 4, 2006

* Breakfast: A ninety (90) minute presentation for 1.5 CNE *
* Lunch: A ninety (90) minute presentation for 1.5 CNE *

Friday, October 5, 2006

* Breakfast: A ninety (90) minute presentation for 1.5 CNE *

* Lunch: A ninety (90) minute presentation for 1.5 CNE *

Saturday, October 6, 2006

* Breakfast: A ninety (90) minute presentation for 1.5 CNE *

* Sign in is not required as the attendees will have pre-registered and will have been given coded tickets that may be collected at the door. Meals will be served during the presentation as we do not have additional time for serving and eating prior to the actual presentation. The total time will be 90 minutes. Please note that 5 minutes are needed for participants to come from other presentations and will need to leave on time to attend sessions scheduled to follow your presentation.

No part of the program may begin prior to the start of your program and the program must end by the designated time. You will be given the exact time of your presentation after the conference program has been developed. This is to ensure that attendees who are coming from or going to another presentation at the APNA meeting arrive on time. It is the intent of APNA to have participants pre-register for the educational symposium at the same time that they register for the APNA conference.

**Meeting and Function Space for Your Educational Symposium**

APNA will assign meeting and function space at the Gaylord Palms Resort and Conventional Center in Orlando, Florida on a first-come, first-served basis to sponsors of educational symposia.

Once your program is approved and a time assigned, the APNA Director of Practice and Education will provide the sponsoring company or host with the hotel contact information. The program sponsor is responsible for all costs associated with the program, including food & beverage, audiovisual equipment and service, music license fees, speaker travel and honoraria, hotel labor costs, etc. The chair and each faculty member must be registered for the meeting (member or non-member). Please note that the chair should be an APNA member.

**CNE Accreditation**

All programs must be in full compliance with the American Nurses Credentialing Center’s requirements for Continuing Nursing Education credits. CNE credits must be provided for all educational symposia, and it is the responsibility of APNA’s Director of Practice and Education, or her delegate, to contract directly with an accredited provider of CNE for each symposium. Forms are attached from APNA’s continuing education provider/partner, the University of Texas at Arlington. Forms are submitted to APNA for review and approval.

**Rules & Regulations**

1. **Statement of Purpose:** Program is for scientific and educational purposes only and will not promote products, directly or indirectly. Programs will comply with federal and state laws that regulate business practices between
health care manufacturers and customers.

2. **The Commercial Sponsor** (herein referred to as the Sponsor): Will designate a representative to serve as the official contact with the APNA for all advance meeting arrangements, and may select a third party agent to assist sponsored faculty in preparation of the program.

3. **Control of Content and Selection of Faculty and Chairpersons**: The American Psychiatric Nurses Association approves both the chair and the proposed faculty and general content and format of the program. The Sponsor and its agents agree not to direct the content of the program. The Sponsor and its agents will provide faculty qualifications and will disclose in writing any financial or other relationships between the Sponsor and faculty.

4. **Meeting Room Set-Up and Logistics**: APNA will provide a meeting time and appropriate size room for the program. The Sponsor will be responsible for the room set-up, electrical power and special labor requirements for audiovisual equipment.

5. **Publicity**: APNA will publicize the symposium as follows:
   
   (a) A one page color advertisement/announcement in the *Annual Meeting Program Book*, distributed on site. (See due date page 6–7)

   (a) A one page black and white for abstract/objectives to appear in the program book. (See page 6–7)

   (b) One black and white sign (22 x 28) posted outside the designated room assignment on the day of the meeting. Sign includes the title of session and name of sponsor.

   (c) Mailing list provided for advance registrants (if requested) approximately one month prior to the Annual Meeting.

   (a) **Disclosure of Financial Relationships**: APNA will ensure meaningful disclosure to the audience prior to the program, of (a) Sponsor funding; (b) any relationship between the Sponsor and APNA (e.g., grant recipient) and between individual faculty or Chairperson and the Sponsor; and (c) other significant financial relationship between faculty and other commercial entities. (See Disclosure/Speaker release Form Statement) (page 11)

   (b) **Involvement in Content**: There will be no "scripting," emphasis, or direction of content by the Sponsor or its agents.

   (c) **Promotional Activities**: The Sponsor, or its agents, will provide the mechanical (to specifications and deadline date) for the colored advertisement in the Annual Meeting Program Book. No promotional activities or product advertisements will be permitted in the same room as the educational activity.

   (d) **Objectivity and Balance**: Faculty will make every effort to ensure that data regarding the Sponsor’s products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

   (e) **Limitations on Data**: Faculty will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analysis, preliminary data, or unsupported opinion.
(f) **Discussion of Unapproved Uses:** APNA requires that faculty disclose when a product is not approved in the United States for the use under discussion.

(g) **Opportunities for Debate:** Faculty will ensure meaningful opportunities for questioning or scientific debate.

(h) **Independence of APNA in the use of Unrestricted Educational Grants and sponsor expenses:**

(a) The Sponsor will pay APNA an unrestricted educational grant in the sum of $20,000 for each ninety-minute symposium. APNA will use this grant to implement the APNA strategic plan. The $20,000 grant is to be paid when the contract is signed.

(b) The Sponsor will pay all program related expenses plus expenses and honoraria for faculty and others associated with the program.

The Sponsor, third party agents, faculty and chairpersons agree to abide by all requirements of the ANCC Standards for Continuing Education.

The American Psychiatric Nurses Association agrees to: (1) abide by the requirements of the ANCC Standards for Continuing Education; (2) acknowledge financial support from the sponsor in program brochures, syllabi, and other program material; and 3) upon request, furnish the sponsor with a report of the participant’s written evaluation. You may also use your own evaluation format, approved by APNA.

If any of the above rules are broken, the APNA reserves the right to cancel the event at any time. It could also jeopardize the company’s status as an exhibitor (if applicable).

**Marketing and Promotion of Your Educational Symposium**

**Meeting Promotions** – The APNA is pleased to help sponsors promote their educational programs.

- APNA will include a one-page color announcement in the *Annual Meeting Program Book*, distributed on site. The final announcement/advertisement must be prepared by sponsor and sent to APNA by July 2, 2007. Please call for “specs” for the one page color ad. The **black and white** half page ad is standardized and includes the abstract, objectives and names of faculty and appears chronologically in the Program Book with all other abstracts. **This is due May 25, 2007.**

- Sponsors also have the option to purchase advertisement space in the Journal of the American Psychiatric Nurses Association (JAPNA). Please call APNA at 703-243-2443 to request a rate sheet.

- Sponsors will be contacted by a representative of Sage Publications, Inc., the publishing company of JAPNA, to discuss the possible publication of a Supplement about the content of the symposia in a 2007 issue of JAPNA.

- Mailing Lists – Symposium sponsors will receive one (1) complimentary mailing list after the early bird registration closes. The early bird registration deadline for the Annual Meeting will be approximately the end of August, 2007. If you wish to receive your list at any time prior to this cut-off date, you may request it. Those sponsors who want to conduct additional mailings are welcome to rent the APNA membership list or purchase additional pre-registration labels. Contact the APNA office for rental rates.
• Signage - Sponsors are also invited to display up to two (2) signs on the day of their educational symposium. Display signs may be placed as follows:

  a. One sign placed outside the meeting room at the time of the function
  b. One sign placed in the registration area of the hotel/convention center on the day of the function (if approved by hotel).

• Please note: signs for breakfast symposia can be placed in the meeting hotel the day prior to the function. No sign may be posted prior to 24 hours of the meeting.

• Exhibit Booth – Symposium sponsors are also welcome to promote their meetings from their exhibit booth in the APNA exhibit hall.

**Preparation of Your Promotional and Other Meeting Materials**

In keeping with American Nurses Credentialing Center (ANCC) requirements, the American Psychiatric Nurses Association (APNA) reviews all promotional materials related to commercially sponsored CNE activities. The materials must be approved by the APNA Director of Practice and Education (Patricia Black, MSN, APRN, BC) prior to printing, pressing, manufacturing and/or production and distribution. Please allow three business days for the APNA to fax or email written approval of promotional materials.

Promotional materials include (but are not limited to): advertisements; announcements, invitations, and reminders; brochures; signs; and on-site handout materials, such as a syllabus or workbook, in whatever form or media including digital and multimedia and however distributed including online distribution. The color advertisement for the Annual Conference Program Book must also be reviewed and approved by APNA.

In order to avoid confusion and delay in reviewing the materials, the ANCC requirements which are fundamental to every promotional piece are outlined below:

1. **There must be some indication that the American Psychiatric Nurses Association has reviewed and approved the faculty, chairperson and general content of the program.**

   Simply indicating that the session is held “in conjunction with” the Annual Meeting does not fulfill this requirement. Use of the APNA accreditation language and logo by itself, does not suffice for this standard and the information should not be embedded in the text of a letter from the faculty chair.

   *The review and approval statement insures that every potential symposium attendee can easily recognize that the APNA has overall responsibility for the CNE activity.*

2. **There must be clear indication of the organization that is providing funding for the symposium.** The phrase, *Supported by an unrestricted educational grant from …also needs to appear in all materials.*

   The terms “funded by” and “made possible through a grant from” are also technically acceptable. Third party facilitators may not appear on advertisements printed in the Program Book.

3. **The following two paragraphs of Continuing Education accreditation and designation language must appear on each promotional piece:**
The University of Texas at Arlington School of Nursing is approved as a provider of continuing education in nursing by the Texas Nurses’ Association, which is accredited as an approver of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

This activity for 1.5 contact hours is provided by The University of Texas at Arlington School of Nursing.

**Cancellation Policy**

If the sponsored symposium is cancelled for any reason, 50% of the grant will be refunded if cancelled prior to June 1st. After June 1st, no refunds will be granted.

**Liability**

For all educational symposia, the sponsoring organizer will take full responsibility for the event/meeting and will hold harmless the APNA, its officers, agents, and employees from any and all liability associated with the meeting.

**AMERICAN PSYCHIATRIC NURSES ASSOCIATION**

**INDUSTRY SUPPORTED EDUCATIONAL SYMPOSIA**

**IMPORTANT DATES TO REMEMBER**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM DUE</th>
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<tr>
<td><strong>February 16th, 2007</strong></td>
<td><em>Letter of Agreement</em>, including name of Chair, approved by APNA, and title of presentation, terms and conditions, for both yourself and the Third Party facilitator (if applicable), disclosure statement for Chair and complete information for Industry Sponsored Symposium returned to: Patricia Black, MSN, APRN, BC, Director of Practice and Education, APNA, Suite 602, 1555 Wilson Blvd, Arlington, VA 22209 ; Phone: 703-243-2443, Fax :703-243-3390. Email: <a href="mailto:pblack@apna.org">pblack@apna.org</a></td>
</tr>
<tr>
<td></td>
<td>With Letter of Agreement</td>
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</table>
| **May 25 , 2007** | *
| $20,000 unrestricted educational grant payable to APNA per ninety-minute symposium. |
| **July 2, 2007** | All names of faculty, their CVs, (or completed attached biographical form), a 200 word abstract of presentation, objectives (3 to 5) , disclosure statements for all faculty, the “content/time line form” completed, and any changes in title of symposium or presentation order submitted to: APNA National Office. APNA develops the black and white half page ad from the abstract, objectives and names of presenters. |
|              | Draft copy via email or mail for approval of colored Program Book announcement/advertisement submitted to: APNA National Office (Patricia Black). Call for “specs” for one page color. |
|              | Once approved, the final mechanical for the announcement/advertisement appearing in the Annual Meeting Program Book is due (please submit all ad files on a CD-ROM). |
Be sure **all faculty are pre-registered** and have paid for conference registration or the sponsor has completed this for each faculty.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>August 17, 2007</td>
<td>All handouts and slides sent to National Office for review and approval to allow enough time for changes if necessary before printing handouts</td>
</tr>
<tr>
<td>August 31, 2007</td>
<td>Request for mailing labels and sample mailing piece submitted to: APNA National Office (optional: the fact that all participants are pre-registered for the symposia may not necessitate additional invitations or mailings to those <em>already</em> registered)</td>
</tr>
<tr>
<td>September 7, 2007</td>
<td>Labels sent electronically or mailed to third party (optional)</td>
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AMERICAN PSYCHIATRIC NURSES ASSOCIATION

LETTER OF AGREEMENT

For Commercial Sponsorship of Educational Symposium

Regarding Terms, Conditions, and Purposes of an Unrestricted Educational Grant between The American Psychiatric Nurses Association and ______________________________________

(Commercial Sponsor)

Continuing Nursing Education Activity:

Title: __________________________________________________________________________

Program Description: _____________________________________________________________

______________________________________________________________________________

Speaker #1 is the Chair and must be an APNA member. Name, credentials and institution

Speaker #2 Name, credentials and institution_______________________________________

Speaker #3 Name, credentials and institution_______________________________________

Speaker #4 Name, credentials and institution_______________________________________

Commercial Sponsor:

Company Name/Branch Address: _____________________________________________________

City/State/Zip: _________________________________________________________________

Company Representative (Contact Person): __________________________________________

Phone______________________Fax_____________________E-Mail: _____________________

Third Party Organizer (if applicable)

Representative (Contact Person) ___________________________________________________

Company Name/Branch Address: ___________________________________________________

City/State/Zip:

____________________________________

Phone_______________________Fax:___________________E:mail_________________________

8
Description of Company Products/ Services:

The aforementioned company wishes to provide support for the named continuing nursing education activity by means of (indicate which option):

_____ Unrestricted educational grant in the amount of $20,000 per ninety-minute symposium

The ANCC requires that "All support associated with a CNE activity, whether in the form of an educational grant or not, must be given with the full knowledge and approval of the accredited sponsor."

_____ A BUDGET FOR ALL EXPENSES RELATED TO THIS SYMPOSIUM IS ATTACHED.

AGREED

As a representative for ____________________________ (Commercial Sponsor), I hereby agree to the rules and regulations as listed in the APNA Guidelines for Hosting Industry Sponsored Educational Symposia.

Title of Symposium

________________________________________
Commercial Sponsor (company name) ____________________________________________
Commercial Sponsor Representative (print name) _________________________________________
Signature/Date __________________________________________________________________

APNA Representative (print name)

________________________________________
Title __________________________________________________________________________
Signature/Date __________________________________________________________________

Return this completed form with check made payable to the American Psychiatric Nurses Association, to:

American Psychiatric Nurses Association
Suite 602
1555 Wilson Boulevard
Arlington, VA 22209
The American Psychiatric Nurses Association requires disclosure of the existence of any significant financial interest or affiliation that a faculty member has with any commercial supporter of the activity and/or with the manufacturer(s) of any commercial product(s) and/or provider(s) of any commercial service(s) discussed in an educational presentation.

The existence of such relationships does not necessarily constitute a conflict of interest, but the prospective audience must be informed of the faculty member’s affiliation with a commercial sponsor by way of an acknowledgement in the printed program of syllabus.

This policy is intended to openly identify any potential conflict so that members of the audiences in an educational activity are able to form their own judgment about the presentation.

A reasonable test to guide decisions about what to disclose is whether any particular affiliation could cause embarrassment to the individual or institution involved, or lead to questions about the faculty member’s motives, if such affiliation(s) were made known to the general public.

The Chair must return a completed disclosure statement with the Submission Form or the submission will not be considered. APNA recognizes that the entire panel of faculty may not yet be identified by the time of submission and therefore gives a deadline of June 2, 2006 for the disclosure statements from the remaining faculty to be submitted to APNA. Photocopies of the Disclosure Statement may be used, or you may call the APNA Office for additional copies (703-243-2443).
Vested Interest Declaration Form

The University at Arlington

As an approved provider by the Texas Nurses Association, The University of Texas at Arlington (UTA) must assure balance, independence, objectivity and scientific rigor in all of its CNE. UTA is solely responsible for control of program objectives and content, and selection of presenters. All speakers and planning committee members are expected to disclose to the audience: (1) any significant financial interest or other relationships with the manufacturer(s) or provider(s) of any commercial product(s) or service(s) discussed in an educational presentation; (2) any significant financial interest or other relationship with any companies providing commercial support for the activity; and (3) if the presentation will include discussion of investigational or unlabeled uses of a product. The intent of this disclosure is not to prevent a speaker with commercial affiliations from presenting, but rather to provide the participants with information from which they may make their own judgments.

Activity Title:
Date:
Speaker’s Name:
Address:

Supporters for Activity: APNA

PLEASE COMPLETE BOTH SECTIONS AND SIGN BELOW.

SECTION 1: Do you have a financial interest or affiliations with:
(1) The manufacturer of any products, devices or services related to your presentation? _____Yes _____No OR
(2) Any of the above listed companies/organizations providing support for this activity? _____Yes _____No

If yes, please identify the company and the nature of the relationship below.

<table>
<thead>
<tr>
<th>Affiliation/financial interest</th>
<th>NAME OF COMPANY/ORGANIZATION(S)</th>
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<tbody>
<tr>
<td>Grant/Research Support</td>
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<tr>
<td>Employee or Consultant</td>
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<tr>
<td>Speaker’s Bureau</td>
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<tr>
<td>Major Stock or Investment Holder</td>
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<td>Other</td>
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</table>

SECTION 2: Will your presentation(s) include discussion of investigational or unlabeled uses of a product? ____ YES ____ NO

If yes, please describe:

Verbal acknowledgement must be made at the activity.

_________________________________________________________________________ Date__________
Presenter

Please return this form as soon as possible to: APNA, 1555 Wilson Blvd., Suite 602, Arlington, VA 22209
BIOGRAPHICAL DATA FORM FOR ACTIVITIES

Instructions: Use this format to provide documentation of an individual’s expertise as a planning committee member or as a presenter (content specialist) for this activity. Submitted information must not be more than two pages. Do not attach any additional material.

Name: ____________________________________________

(Name and Degrees)

Preferred Contact Address:

__________________________________________________

(Number and Street)

____________________________________________________________________

(City, State and Zip Code)

Preferred Contact Telephone: ____________________________ FAX: ______________________

E-mail Address: _________________________________________

Present Position: _________________________________________

(Employer, job title)

Education (include basic preparation through highest degree held)

<table>
<thead>
<tr>
<th>Degree Awarded</th>
<th>Institution (Name, City, State)</th>
<th>Major Area of Study</th>
<th>Year</th>
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<tbody>
<tr>
<td>Degree</td>
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</table>

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

4. _______________________________________________________________________

Biographical Data

Use the space below briefly describe your professional experience as it relates to your role in this continuing nursing education activity, e.g., RN planner, presenter, content specialist, target audience representative, etc.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
AMERICAN PSYCHIATRIC NURSES ASSOCIATION

CRITERIA FOR PARTICIPATION IN INDUSTRY SUPPORTED SYMPOSIA

1. Chairpersons and faculty should be representative of the field and represent minorities and young investigators.

2. Chairpersons and faculty should be regarded as internationally or nationally known experts in the subject area to be presented.

3. Chairpersons and faculty should be highly regarded within the scientific community as a presenter, moderator, or discussant.

4. Chairpersons and faculty should be willing to commit to availability for the entire scheduled time of the symposium.

5. **Chairpersons and each faculty must be registered at the conference as participants/speakers**

6. Chairpersons and faculty should agree to present a well-balanced presentation that is in compliance with ANCC standards for a CNE program.

7. Chairpersons and faculty should agree to limit Industry Sponsored Symposia participation to one program during any one APNA Annual Meeting unless pre-approved by APNA to participate in more than one symposium.

8. Chairpersons and faculty should be willing to disclose any potential conflict of interest or ANCC Guidelines.

9. All Chairpersons must be APNA members in good standing.

10. Chairpersons must agree to coordinate the presentations, ensuring that they are well balanced, offer a wide variety of topics, and that multiple viewpoints are expressed.

11. Chairpersons must agree to adhere to the time schedule, and if necessary, interrupt a faculty member who is over his or her allotted time; assure that 25% of the allotted time is used for Question-And-Answer or audience participation; and conclude the session on time.
Oral Presentations

Your audience comes to hear you speak because your presentation is of interest to them. A well-organized, effective presentation will keep their attention. Audiences at APNA sessions represent a wide variety of roles and settings and it should be your goal to communicate effectively with each one of them. Some points to remember:

- As per ANCC guidelines, your presentation must be well balanced and should not focus on any one specific product.
- Emphasize the significance of your findings rather than dwell on detail.
- Use short sentences and pause often so that your listeners can absorb your ideas.
- Speak slowly, clearly and audibly in a conversational manner. Your listeners will quickly lose interest if you read your paper.
- Face your audience, not the screen.
- Repeat questions from the audience before you answer them.

Hints for Visual Aides

- If you plan to use power point slides, be aware that their correct preparation is crucial to the success of your presentation. THE MOST COMMON COMPLAINT FROM THE EVALUATIONS IS THE POOR SLIDE QUALITY, SO PLEASE REFER TO THE FOLLOWING HINTS TO HELP IMPROVE THIS AREA. Poorly prepared, cluttered visuals will take away from an otherwise interesting presentation.
- A copy of your power point slides should be included in the handout materials.
- Legibility is the most important factor for visuals. Everyone in the audience, including those in the back of the room, must be able to read easily what is projected on the screen. The use of blackboards and flipcharts is not suitable for large audiences (more than 20). We therefore, recommend the use of an LCD projector to provide better viewing for the audience.
- Slides showing light information on a dark background are much easier to read than dark information on a light background. A good check on the potential legibility of your projected material is the ability to read the slide with your unaided eye.
- Remember to organize your materials before the start of the session.
- **Please consider the following guidelines when preparing power point slides:**
  - Limit copy for each slide to approximately seven words per line, seven lines per page.
  - All capital letters are harder to read; use upper and lower case letters.
➢ Use system fonts; font size should range from 18–48.

➢ Use bar and pie graphs rather than tubular charts. It is important that both graphs and charts be easy to understand.

Audiovisual Preview Room

An Audiovisual Preview Room will be available at the Annual Meeting. Presenters using A/V are encouraged to preview their materials to avoid last-minute problems.

Handouts

• Handouts are strongly encouraged for this format.

  ▪ The handouts should be relevant to the main educational objectives and message of the session.

  ▪ Handouts that are useful include exercises, questions, questionnaires, etc., that a participant may take and use in his/her practice or teaching setting.

  ▪ Additional readings on the subject should be included under bibliography or references.

  ▪ Statistics and tables should be included in a handout as they are often difficult to see on a slide or duplicate during the session.

  ▪ Graphs, pictures and charts may also be included in handouts.

  ▪ A copy of all slides used during the presentation should be included in the handout materials.

Chairperson's Responsibilities

In keeping with the requirements of nursing contact hours and the needs of the audience, our collective experience over the years has provided us with the following guidelines for enhancing the success of a session:

Before the Meeting:

▪ Read the abstracts so that you can guide and moderate the discussion for purposes of helping the audience achieve the educational objectives stated for the session. Ensure that all presentations are well-balanced, offer a wide variety of viewpoints and do not focus on any one specific product.

▪ If you are planning to have a discussant(s) participate, please remember that you have the responsibility of inviting and confirming their participation.
Twenty Minutes Before the Session:

- Be in the session room 20 minutes before starting time.

- See if everything you requested is in place: audiovisual equipment, pointer, screen lectern or table(s), microphone(s), and water pitcher and tumblers. Are the audience chairs set up correctly?

- Test audiovisual equipment.

- Locate emergency exits.

- If you plan to vary the level of lighting during the session, locate and try the light switches.

During the Session:

- At the beginning of the session, introduce yourself; give the title of the session, and then the title and faculty for each presentation. Make policy announcements, and announce that it would be more courteous to avoid leaving in the middle of one's presentation if at all possible.

- Please remind the audience to please fill out their evaluation forms and turn them in before leaving the presentation. The data is very important to the planning of the Annual Meeting.

- It is crucial for the chairperson to strictly enforce the time limits on presentations which, as a rule, should be no longer than 20 minutes. If necessary, interrupt a faculty who is over the allotted time. This time limitation encourages faculty to be concise and to the point so as to maintain the attention of the audience, and allow for adequate discussion both with the audience and among the faculty. Failure of chairpersons to enforce time limits has been among the most frequent complaints about sessions and often unfairly hampers the presentation of excellent faculty who are scheduled later in the presentation.

- ANCC requires that at least 25% of the total time allotted be devoted to question and answer or audience-interaction periods.

- Time should be allotted for a few questions between presentations. A five to ten minute question period gives each presenter an opportunity for some immediate feedback from the audience, breaks up the structural monotony of having to listen for several hours to a series of presentations, and invites the audience's active interest and participation. Even though only a few may have time to ask questions, this format stimulates all members of the audience to formulate questions while listening to presentations. After the formal presentations, audience participation should be encouraged. It is important to encourage members of the audience to become actively involved in the discussion, both between formal presentations and after them.

- It is important to conclude the session at the end of the scheduled time period so that rooms will be available for other scheduled events.
Due to room availability, the meeting room may not be an appropriate size for the session. If you see at the beginning of the session that the room is too large, please ask the audience to utilize the front rows of seats. Conversely, if the room is too small, please explain to the audience that we are restricted by room availability and that we are sorry for the inconvenience.

**After the Session:**

- Thank the faculty and the audience.
- Leave all equipment where it is.
- Inform the APNA Meeting Planner, in the Convention Center, of any problems you may have had.

Thank you for your participation in the APNA Annual Meeting.