



APNA Chapter Event Planning

Contact chaptersupport@apna.org to handle logistics for setting up your meeting. You will be assigned a point of contact, however, please note that there is a team of people waiting to provide support during regular business hours.

Once you've reviewed the below information please complete the online Event Planner: <https://apna.wufoo.com/forms/apna-chapter-event-planner/>.

Things to keep in mind:

PLANNING

Event Contact

Please assign **one person** as the contact. Receiving emails from multiple people only slows the process down. We will always copy the Chapter President on messages sent to the meeting contact.

Contracts

Please send all contracts or instruments requiring a signature through Chapter Support. Per the APNA Bylaws, only the Executive Director may sign a contract on behalf of APNA. Any chapter representative signing a contract without prior written authorization from the APNA BOD is acting outside the scope of their authority. This process is a part of the protection to you and your chapter that the Chapter Affiliation Agreement provides.

Forward unsigned contracts to chaptersupport@apna.org and we will be sure to expedite the review. The contact name on the contract should be the chapter contact. The organization and address should be:

American Psychiatric Nurses Association
3141 Fairview Park Drive, Ste 625
Falls Church, VA 22042

Please provide enough lead time to allow for suggested changes that might be advisable for the protection of the chapter and APNA.

Chapter Support can provide you with a Letter of Agreement (LOA) if you provide us with details of the agreement.

Event Expenses

Speakers

Terms and logistics that need to be considered when selecting a speaker are:

- Fee/honorarium
 - Travel (flight up to \$x, per diem, etc.)
 - Hotel Arrangements
 - A/V needs/requirements
 - Expense submission to the chapter
 - Cancellation / postponement of event
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- For more complete details you may refer to APNA's policy regarding [Travel and Expense Reimbursement](#). An [Expense Form](#) has been created for the speaker (or any other person



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needing reimbursement) to submit to the chapter. The chapter should review the expenses, have two authorized individuals sign the [Chapter Disbursement Request](#), and submit to chaptersupport@apna.org for processing within 30 days of the meeting.

Marketing

If APNA is providing the nursing continuing professional development (NCPD) contact hours, your APNA Nurse Provider will need to review any marketing materials. Only materials approved by the APNA Nurse Provider (Save the Date flyers and brochures) can be used to market this NCPD activity. Chapter Support will coordinate the review of these materials.

Cancellation Policy

Please provide us with the cancellation deadline when you complete the online Event Planner. Typically, all fees are refunded except a \$20 administrative fee. We state that, "All cancellations must be submitted in writing to chaptersupport@apna.org. There will be no refunds after the deadline." but will always forward any requests to the Chapter President that come in after the deadline. This policy will appear on the program and registration materials.

Reporting

Registration reports will be sent every Monday until registration closes. Please let us know when you'd like registration to close. Typically, this is three days before the event and then we open it back up on the day of the event for any walk-in attendees. A roster will be sent to the event contact and the Chapter President after registration closes. If you need additional registration reports, please send a request to chaptersupport@apna.org.

ON-SITE

Registration Forms – Onsite registration forms will be provided. Please be sure to collect all funds using these forms so we have documentation as to who attended and how they paid. All onsite funds should be sent back to APNA using the 3-day FedEx Express Saver® rate using Acct# 914978203. Please send to APNA, Chapter Support, 3141 Fairview Park Dr, Suite 625, Falls Church, VA 22042.

Sign-In/Sign-Out Sheets will be emailed to the event contact and the Chapter President.

Sign-In/Sign-Out Sheets for Events where APNA is providing contact hours:

Participants are required to sign-in and sign-out in order to receive contact hours. *Without the completed sign-in/sign-out sheet and signatures included, APNA will not have a record of the nursing continuing professional development (NCPD) contact hours.*

Badges

APNA does not create and/or print badges for chapter meetings. However, APNA will provide attendee reports using the schedule outlined above in the Reporting section. Chapter leaders may use these reports to create badges for their meeting.

Remember to contact the Chapter Support Team with any questions!

chaptersupport@apna.org