

### Committee Description

- **Purpose:**

The Conference Program Planning Committee (CPPC) provide vision and oversight of the Nursing Education Accreditation Conference and ensures the conference is aligned with the mission, vision and core values. Members set content and networking priorities for the conference (including pre-session, plenary speakers, concurrent sessions and poster events) and lead the content planning meeting to review the abstracts vetted by the Council of Readers. In addition, members evaluate data from the previous years' conference to inform of new goals for the upcoming conference.
- **Goals:**
  - Liaise with committee members to develop “hot topics” to appear on the Annual Conference program
  - Promote and solicit participation in the Call for Abstracts
  - Boost conference attendance from all organizational disciplines and levels through conference program/abstract development
  - Assist ACEN staff with efforts to grow and enhance value of the conference and engagement among the attendees
  - Ensure the conference budget, set by the finance department, is met
- **Group Responsibilities:**
  - Evaluate proposed sessions and papers critically, ensuring that the content is strongly aligned with the conference mission, vision and core values.
  - Consider and evaluate current and new program formats that could improve communication in program sessions and the interaction of members in informal discussion groups
  - Select the number of abstracts, abstract topics, and appropriate presentation types for each submission: set the length of presentations; ensure appropriate representation; and determine “spotlight” sessions, etc. to draft the program.
  - Ensure there is something for everyone to pique interest and support attendance
  - Recruit members and participate in voting decisions, including the selection of Council of Reader members
  - All committee members are requested to attend the annual conference to assist onsite with greetings and introductions of speakers

### Meetings

- **Frequency:**
  - Informal group teleconference calls hosted via SLACK monthly, conducted on the second Tuesday of the month at 12:00pm eastern time for one hour.

- During abstract selection months (NOV – JAN) more time will be needed to select final abstracts along with session times. These meetings will be 2 hours each, scheduled on the second Tuesday of the month in the evening from 6-8pm eastern time.
- A quorum, or the minimum number of members present to allow business to be conducted, shall be one-fourth of the total membership of the committee, or three members, whichever is greater. If a quorum is not present, the meeting should be terminated, and no actions may be taken.
- Face-to Face meeting required at the conference.
- **Agenda:**
  - The agenda for each meeting is prepared by the Program Chair and the ACEN Conference Logistics Coordinator
  - At each meeting, program / project status will be reported to the committee by the appropriate Project Chair using an agenda outline such as the following:  
Introductory Items such as:
    - Review Agenda
    - Minutes from last meeting
    - Review of actions arising from previous Steering Committee meetings.Review Project Status
    - a. Recommendations – (1) Provide a quick dashboard review of projects that are on schedule, within budget and experiencing limited changes.
    - b. (2) Focus on projects that are experiencing changes in schedule, budget, and scope, as well as those that require requests for resources.
      - Overall Status
      - Schedule status
      - Accomplishments
      - Review and approval of project change orders
      - Specific requests for assistance of the Steering CommitteeFor Closing Projects – Close out Report  
Responsibility for actions from this meeting  
Confirm time and date of next meeting

**Other rules of operation:**

- The agenda will be distributed at least 3 days before the meeting.
- Meeting notes will be distributed to members within 3 days of each meeting. At each committee meeting, the Program Chair should appoint a recorder from the committee to take meeting summary notes. Summary notes should include: attendees, topics discussed, discussion and recommendations, and matters pending future discussion and/or action.
- SLACK is the preferred method used for all communication, including between ACEN staff and sub-committee members

### Decision Making

- **Voting:**
  - Generally speaking, committee meetings will be conducted informally, with necessary decisions and standard actions approved by consensus, meaning that there is substantial agreement by committee members on the proposed recommendation, decision, or action.
  - CEO serves as the consultant for any conflicting decisions. The BOC serves as the final decision maker if required.
  
- **Participants with Reporting Responsibilities:**
  - Additional participants may attend meetings as necessary and are not eligible to vote, unless specifically indicated when an issue or decision is presented to the committee.

### **Committee Member Requirements:**

It is intended that the CPPC leverage the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. CPPC members may not be directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, CPPC members should:

- Come from an ACEN accredited program and be familiar with the process of accreditation
  - Have related experience applicable to the desired Chair position
  - Understand the strategic implications and outcomes of initiatives being pursued through conference project outputs
  - Appreciate the significance of the project for all major stakeholders and represent their interests
  - Have a broad understanding of project management issues and approach being adopted
  - Be able to invest up to 10 hours of service hours per month, if required.
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- **Application for committee membership:**
  - Application available online for applicants to submit CV, Letter of Interest, and minimally one Letter of Recommendation.
  - Committee members are asked to put forward names of individuals who they would like considered for membership, having confirmed their interest in committee membership and submit a nomination form. Confirmation of membership may be by 'seconding' a nomination or a vote by the Committee

## Chair Responsibilities

### Abstract Chair

Term: 2 years

Primary responsibilities:

- Prepare document requesting abstracts and explaining the qualifications for submission
- Prepare session proposals and present to program committee for review and voting decisions
- Oversee the review process and ensure deadlines are being met by readers.
- Inform authors of their acceptance or denial, and relay any suggested edits
- Act as primary contact for the Council of Readers to address any questions, concerns, or comments

### Program Chair

Term: 2 years

Primary responsibilities:

- Act as facilitator to direct discussion
- Submit voting decisions to CEO and Management staff
- Send out Pre-meeting Agenda and Post-meeting Minutes: note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation
- Submit committee goals annually to the CEO for the following year
- Provide orientation for each new committee member and chair to explain responsibilities and work schedule
- Greatly contributes to the evaluation of final program decisions and schedule
- Oversee the review of invited “special” speakers or Pre-session

### Research & Development Chair

Term: 2 years

Primary responsibilities:

- Stay up-to-date with current trends in the educational conference/ nursing education/ related industries and conferences to evaluate new or valuable information that could contribute to the advancement of the conference ( content, technology, and overall experience)
- Develop and review processes of collecting the appropriate data determined useful in determining if conference benchmarks and annual goals are being met
- Develop appropriate surveys to collect relevant data
- Presenting data quarterly (or as needed) to the steering committee with additional comments/concerns to be addressed

- Make recommendations to the committee regarding any research and development strategies and opportunities that could improve the conference, including but not limited to attendee experience, general feedback, session content and schedules, additional activities, and location.

### Sponsors & Exhibitors Chair

Term: 2 years

Primary responsibilities:

- Assist in developing an attractive package of sponsorship opportunities to present to potential sponsors, update committee on prospect lists, gather suggested potential sponsors and relay information to sub-committee for follow-up
- Assist in developing package for reaching out to potential exhibitors: set expectations for exhibitor participation and rules; provide updates during committee meetings on accepted selections
- Evaluate creative ways to ensure exhibitors and attendees have valuable and timely interaction
- Ensure exhibitors services are in alignment with the conference focus and theme
- Scout new opportunities (via relationships, research, etc.) for partnership while attending other conferences, tradeshow, and events.

### Marketing Chair

Term: 2 years

Primary responsibilities:

- Promote the conference to potential newsletters, online databases, delegates and any relevant wider media that will help to build the ACEN Conference brand and invitee list
- Approve and oversee the verbiage and layout of the conference proceedings and prospectus.
- Propose social media strategies for conveying conference to potential attendees as well as engagement during the conference for maximum exposure
- Work closely with Marketing Coordinator to ensure all potential attendees are accounted for during registration invites
- Assist with developing a creative conference theme to present before the board for approval.
- Work with Marketing Coordinator to explore creative ideas/ incentives that will get potential registrants excited about attending the conference

### Social & Logistics Chair

Term: 2 years

Primary responsibilities:

- Assist with developing creative entertainment functions/workshops/concepts that will improve and add to the attendee experience and overall value of the conference
- Advise on the setup of the session/ speaker block times, etc.
- Review menu and beverage items with feedback and suggestions
- Identify and/or establish awards and recognition programs for the annual conference and determine award presenters or dignitaries
- Ensure the Marketing Coordinator has all conference related information that would require update on the landing website

### Sub-Committees

Council of Readers \*\*\*Appointed by CPPC Members

Term: 1 year

Number of seats available: 8

Responsibilities:

- Read each abstract to ensure it falls within the scope of the conference mission, and consider its potential place in the final program; each member typically given topic areas within their expertise
- Update Abstract Chair on progress, and address any questions or concerns with them
- Score abstracts on a scale of 1-5 and submit to the Abstract Chair for presentation to the CPP Committee; abstracts will be reviewed with no knowledge of the name(s) of the author(s)
- Make reviewer comments, concerns, or suggestions in addition to abstract rating for use in final submission to the steering committee

Program Administrators Committee \*\*\*ACEN staff members

Purpose:

To support the overall mission of the conference and ensure that guests have a quality experience. They are an essential component to the conference's success and support the CPPC, Conference Logistics Coordinator and Operations Manager. There are several roles and responsibilities of the committee but primarily all members coordinate the details of the conference including finances, logistics, registration, technology, marketing, setup/tear down, customer service, on-site facilitators, and more.