Keynote/Plenary sub committee

This group will focus on the identification, inquiring, inviting, confirming and communicating with keynotes and plenary speakers.

Tasks involved will include: (sign CE form)

1. Research potential speakers and their topics to present to the committee, and ultimately the IACRN Board (worksheet available for fact gathering)
2. Inquire: what topic, what would be covered, date & time, location, what is their fee, what can be covered (use worksheet)
3. Invite: after receiving approval from committee chair & BOD, officially extend invitation, get email, phone
4. Office Support: Send letter asking; full name, credentials, position, digital photo

d1) Office will send letter reiterating

1. Dates & location
2. Invited session to speak
3. Allowances (what will IACRN cover)
4. CE requirements/deadlines – explanation of why
5. Handout requirements/deadlines – explanation of why
6. Brief intro: a member of IACRN, the planning committee or Board will be introducing you to our audience. Please provide a brief paragraph of how you would like to be introduced
7. Day of/onsite
8. Submit where

 Handler & Back up:

 Email & Name will be your contact should you have any questions between now and the conference. They will be following up with you one week prior to each deadline to keep things on track with our brochure, marketing materials, website update, communications to our members and our CE application.

Back-up: Office name & email