Pre-conferences

This group will be in charge of the process for recruiting, reviewing, selecting and inviting approximately 3-4 pre-cons (sign CE form)

1. A call for pre-cons (or workshops within) will be sent out by deadline identified on master planning calendar (worksheet available). (Worksheet: date, time, length, # presenters, topic, objective, description, IACRN inclusions)
2. Work with office to send subsequent reminders before deadline
3. Identify # of slots available and time frame
4. Review submissions, scope with your committee – discuss finding with co-chair (what questions might be important? Broad or specific, international/global, (+) (-), topic too unique or general
5. Present selections to committee chairs and BOD for approval
6. Work with office to send out ask letter and all of (D & D1) – what email addresses are necessary? What subject line?

d1) Office will send letter reiterating

Dates & location

Invited session to speak

Allowances (what will IACRN cover)

CE requirements/deadlines – explanation of why

Handout requirements/deadlines – explanation of why

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

Day of/onsite

Submit where

1. Submit for brochure, website, e-update, CE committee