



## **National Conference Planning Committee (NCPC)**

### **Purpose**

The National Conference Planning Committee (NCPC) draws on the expertise of WOC nurses and assigned WOCN staff to plan and coordinate the WOCN Society's annual conferences.

### **Composition and Length of Service**

1. In accordance with the *WOCN Society's Policy & Procedure Manual*, the NCPC will consist of a chair, co-chair (when applicable), immediate past chair (when applicable), and ten committee members. The committee members include eight content experts that represent the membership by representing all specialties, practice settings, etc.; an abstract chair (co-chair when applicable); and a symposia chair (when applicable). The president serves as an ex-officio member. Invited guests may include the following persons: Accredited Provider Program Director (APPD), director of continuing education and accreditation, Corporate Development Unit lead, chair of the Education Committee, and WOC nurse experts.
2. The committee chair is appointed by the president, with the approval of the Board of Directors, and serves one 2-year term with the option of serving an additional, consecutive 2-year term with approval by the Board.
  - Upon completion of this term, the committee chair serves 1 additional year as immediate past chair.
  - Prior to the final year of the chair's term of service, a co-chair should be selected, who will assume the role of committee chair. The co-chair must be recommended by the committee chair to the President for appointment and approved by the Board of Directors.
3. Committee members are selected by the committee chair and approved by the Board of Directors to serve one 2-year term with the option of serving an additional, consecutive 2-year term with approval by the Board.

### **Role and Responsibilities – Committee Chair**

1. Serve under direction of and reports to the Board of Directors.
2. Oversee all NCPC activities/projects/initiatives.
3. Work with the NCPC, the Society's Board of Directors, the APPD, and assigned WOCN staff to identify educational initiatives/topics that meet attendees' needs.
4. Collaborate with the APPD, director of continuing education and accreditation, and assigned WOCN staff to ensure compliance with the ANCC's criteria for CNE programs providing contact hours.
5. Attend the Strategic Planning Session, when invited.
6. Attend the Board of Directors' calls, when invited.
7. When conducting business on behalf of the WOCN Society's National Conference Planning Committee, reimbursement for travel expenses will be provided in accordance with the WOCN Society's policies and procedures.
8. Attend NCPC planning meetings and conference calls.

9. Submit written reports containing summary of activities to the Board of Directors on as requested basis.
10. Lead/conduct all NCPC business throughout the year via email and conference calls.
11. Work with assigned WOCN staff to help ensure adherence to the timeline, completion of tasks, and fulfillment of NCPC responsibilities for the WOCN Annual Conference.
12. Maintain the role and responsibilities of a committee member.

#### **Role and Responsibilities – Abstract Chair**

1. Review/revise as necessary all abstract instructions, guidelines, criteria, and the website for content, relevance, accuracy, and clarity.
2. Collaborate with assigned National Office staff to determine a complete timeline and deadlines for soliciting abstracts and reviewers, submitting abstracts, accepting abstracts, and on-site review and merit awards for abstracts presented at the WOCN Annual Conference.
3. Contact potential experts for abstract review. Review the current list of experts and update as necessary.
  - Expert reviewer criteria include:
    - Member of the WOCN Society
    - Master's degree preferred for case study and practice innovation abstracts
    - Doctoral degree (PhD or DNP) preferred for research abstracts
  - Three groups of experts are needed:
    - Abstract review
    - Oral abstract review
    - Merit poster review
4. Following the submission deadline, determine the cutoff score for accepting or rejecting abstracts. Communicate with assigned National Office staff who will notify all authors.
5. Contact oral expert reviewers with the list of potential oral presentations and instructions for review. Determine the final oral presentations using results from the expert reviewers.
6. Communicate with the merit poster reviewers prior to the WOCN annual conference regarding the review process. Each merit poster reviewer is provided instructions with a list of identified abstracts to review. Poster review is completed on-site at the WOCN annual conference prior to the poster session. The abstract chair collates the merit review data and identifies the winners, and awards are handed out during the "Meet the Authors" session.
7. Prior to the final year of the abstract chair's term of service, a co-chair should be selected, who will assume the role of abstract chair. The co-chair must be recommended by the committee chair to the president for appointment and approved by the Board of Directors.
8. Maintain the role and responsibilities as a committee member.

#### **Role and Responsibilities – Symposia Chair**

1. Works closely with the WOCN Society Corporate Development Unit chair to develop topic/speakers for all CNE Symposia.
2. Maintain the role and responsibilities of a committee member.

#### **Role and Responsibilities – Committee Members**

1. Complete the Conflict-of-Interest Disclosure Statement Form (see **Section 2.10.b**). If a disclosed relationship(s) constitutes a conflict and/or a new relationship(s) is formed that may present a conflict while serving on the committee, committee member will work collaboratively with assigned National Office staff on resolution.
2. Attend the WOCN annual conference.

3. Conduct business throughout the year via email, monthly conference calls, and face-to-face meetings.
4. Review evaluations from previous conference and the educational needs assessment to establish goals and prepare suggested topics for the WOCN annual conference.
5. Committee members will be asked to collaborate prior to the planning meeting on development of potential session topics and speakers. (i.e., network with local colleagues, query the WOCN Society forums for topics and needs, explore other professional organizations for conference topics, informal communication with other professional colleagues, and query the WOCN Society's regional presidents).
6. Work directly with speakers to manage the speaker process and create the program for the WOCN annual conference.
  - Identify topics and suggested speakers. All sessions will be "managed" by an identified committee member at face-to-face planning meeting.
  - Invite speakers for all identified sessions. Complete the speaker confirmation form for each speaker that confirmed the invitation.
  - Review the completed speaker forms for identified sessions and work with speakers on any areas of need.
  - Work with the lead nurse planner to resolve any speaker conflicts.
  - Review speakers' slides for all identified sessions.
  - Sign up to moderate sessions on-site and meet and greet speakers, when needed.
  - Send "thank you" notes to all speakers.
  - The committee works closely with the assigned National Office staff to ensure all speakers are adhering to timelines and completing necessary tasks.
7. Participate in the "recap" of the annual conference at the on-site NCPC meeting to discuss attendee feedback, successes, and places for improvement for the following meeting.

## **Reimbursement Procedure**

When conducting business on behalf of the NCPC, Chair, Co-Chair/Immediate Past Chair (when applicable), and committee members (listed in section 2a) will be reimbursed in accordance with the below guidelines.

## **Registration**

Complimentary registration will be provided for the WOCN Annual Conference. This does not include workshops and other ticketed events.

1. All expenses must be submitted on an official WOCN Request for Reimbursement Form (see Appendix A) that will be distributed at the WOCN Annual Conference or shortly after.
2. The WOCN Request for Reimbursement Form must be submitted to the National Office within 30 days of the last day of the WOCN Annual Conference.
3. Receipts or an explanatory note for all expenditures must be attached to the WOCN Request for Reimbursement Form.

## **Guidelines for Reimbursement**

1. Travel expenses.
  - Air travel.
    - Round-trip Coach Airfare will be reimbursed. If flight arrangements are not made prior to the cut-off date specified, the WOCN Society will only reimbursement up

to \$500. Any airfares over \$500 must be approved by the assigned WOCN staff with whom the travel agent will notify if this situation arises.

- Reservations should be made with the WOCN Society's official travel agent and placed on the master account.
  - Ground travel both to and from the airport will be reimbursed. The least expensive form of transportation should be used.
  - Group ground travel expenses may be paid for and submitted by one individual with the names of each traveler in the group documented on the receipt or on an explanatory note.
  - Reasonable long-term parking at the airport will be reimbursed and economical choices should be made.
  - Auto travel.
    - Mileage reimbursement, when traveling by private car, will be calculated in accordance with federal guidelines. Any mileage reimbursement exceeding \$500 will require review by the chief staff executive and approval by the treasurer.
    - Parking will be reimbursed for each meeting day.
    - All car rentals must be pre-approved by assigned WOCN Staff and Treasurer.
2. Lodging.
- Single room accommodations will be provided by the WOCN Society for the number of nights designated for the meeting pattern. Lodging expenses include room and tax.
  - Lodging expenses over the specified number of nights, not covered on the WOCN master account, are the responsibility of the committee member.
  - Incidental expenses are not covered.
3. Meals.
- Meals not covered by the conference schedule will be eligible for reimbursement.
  - Meals will be reimbursed up to a maximum of \$100 per day with receipts.
  - Group meal expenses may be paid for and submitted by one individual with the names of each party documented on the receipt.