

## KONL Program Committee Report

10-23-15

The KONL Program Committee met on Sept. 22 for a post-fall conference debriefing meeting.

### 1. What went well?

- New hotel venue turned out to be good overall
- Food was good
- Vendors were happy with the event
- Temperature in the room was good overall
- 162 attendees!
- Should receive \$16,200 in registration income, along with the \$33,868.30 from sponsorships and vendor support, leaving a net income of well above our goal of \$10,000! (Cynthia has final financial report to be shared)

### 2. What didn't work so well?

- There were missing registrations
- There were folks who registered with no nametags, and some who said they had registered but weren't on the list, and didn't have a nametag
- Several negative comments about the audio in the room, probably related to the lavalier mic being sensitive

### 3. Ideas for next year?

- Venue: Same hotel, find Thursday-Friday in September 2016 – **Holiday Inn is holding September 22-23, 2016 for us.**
- Handouts: There were a few comments about not having handouts but the committee felt that overall this went very well for our first year to be mostly paperless!

### 4. Subcommittees -

#### A. Poster session: Lots of great ideas and feedback on this:

- Have a list of posters and presenters available for attendees
- Need to more clearly articulate the difference between the 2 categories
- Possibly add a 3<sup>rd</sup> category – Quality Improvement (suggested by one of the judges)
- Send out judging criteria to the presenters
- Make sure judges know what information was received by the presenters, understand the expectations (send judges the "Call for Abstracts" information)
- Clarify to the presenters in advance, that if they are attending the full conference, they do need to register.
- Consider offering ½ price registration fee for one presenter (some posters have multiple presenters)

#### B. Vendors: Georgia recently sent out a vendor feedback survey (no feedback on that yet). Area was a little tight, since we had such a great turnout/participation from vendors. Two vendors commented to Georgia that they had considered not coming back, but were very pleased this year. Discussed allowing them to speak for about two minutes each to the group, maybe at the beginning of the networking reception (they

cannot speak to the attendees at any portion of the event where AACN CE credit is being given). Vendors have suggested to do away with the bingo cards, and visit the booths with one or two questions about their product – they want attendees to learn from them.

5. **Formative Evaluation Comments (AACN Documents) -**

- Content: “a little too much business – put business at point where it is optional to stay”; Suggest starting off with something a little more energizing than the population health talk, maybe someone more humorous, engaging, etc.  
More examples of best practices
- Teaching Methods: need more time for posters to be viewed/reviewed – maybe ½ hour break for posters. Also, consider a way to provide CE credit for poster review
- Speakers: overall good, some audio issues with a few
- Location: good
- Additional Modifications to Consider: *fee structure – student rate for Undergraduates (not graduate students), poster presenter rate, rate for one day only? Committee prefers not to offer this.*
- Other: *CNO Breakfast – maybe should be a separate invitation? We had several people who really wanted to hear this topic but were not included due to not being a CNO. So maybe we should consider opening it up to other than CNO’s depending on the topic?*

6. **Committee Membership** – Group agreed with Lois’ offer to Co-Chair the committee (will bring needed assistance to Donna). Rick Van Cise (Flaget) and Kristin Pickerell (Norton Audubon) have expressed interest in joining the Program Committee. Donna plans to address additions, who wants to be removed, etc. after the first of the year, prior to the first Program Committee conference call.

7. **Next Steps** – Still a few things on the “To Do” list from the fall conference:

- a few thank-you’s left to send (Donna)
- send evaluation summary to speakers (Donna)
- receive final roster with payment information from Norton (Donna and Cynthia)
- receive registration payment from Norton (Cynthia)
- Communicate to Committee Members about 2016 participation (Donna and Lois)
- Next Program Committee Meeting/Conference call - January 8, 10am ET. Will discuss ideas for May and Fall meeting topics and speakers.