Purpose:
Develops educational content for the AMSN Annual Convention based on identified needs of medical-surgical nurses and principles of adult learning using ANCC-COA criteria.

Composition:
1. Chairperson and Chairperson-Elect
   a. Selection: Appointed by President/President-elect after consultation with the Education Director, and approval by the Board of Directors
   b. Qualifications
      1. Meets criteria for position as outlined in policy Volunteer Units Role Description 4.1
      2. Practiced in medical-surgical nursing more than three years
      3. BSN with MSN preferred
      4. Experience in planning CE activities
   c. Responsibilities
      1. Assumes responsibilities as outlined in policy Volunteer Units Role Description 4.1
      2. Works collaboratively with the Education Director to fulfill the responsibilities of the committee
      3. Writes the welcome to the AMSN members for the convention syllabus
      4. Attends the convention planned
      5. Collaborates with Education Director, Board of Directors, and Management Firm staff during convention to assure problem-free convention
      6. Communicates ideas and suggestions regarding process to the Management Firm with the Education Director
2. Committee members
   a. Qualifications
      1. Meets criteria for committee membership outlined in policy Volunteer Units Role Description 4.1.
      2. Practiced in medical-surgical nursing for more than two years
3. Education Director
   a. Selection: Assigned by Management Firm
   b. Qualifications
      1. Meets criteria for position as outlined in role description
   c. Responsibilities
      1. Assumes responsibilities as outlined in role description.
      2. Advises the committee in the design, development, and implementation of the education activities.
      3. Serves as the nurse planner for the Anthony J. Jannetti, Inc. Provider Unit, the provider of contact hours, to assure that ANCC criteria are met.
4. Serves as the Management Firm liaison to assure communication to and from staff.
5. Communicates information to the planning committee regarding the convention process (e.g., scheduling of concurrent sessions, on-site arrangements, etc.).

4. Board Liaison
   a. Selection: Appointed by the AMSN Board of Directors
   b. Responsibilities
      1. Assumes responsibilities as outlined in the role description.
      2. Facilitates communication from and to the board. May attend meetings and conference calls.

Committee Responsibilities:
1. Program development
   a. Assesses the educational needs and interests of the membership.
   b. Solicits ideas and suggestions from attendees at convention prior to one being planned as well as colleagues in own home area.
   c. Reviews and evaluates submitted abstracts.
   d. Seeks, investigates, and researches topics and expert speakers for pre-convention workshops, and general and concurrent sessions, as identified by needs assessment. Maintains compliance with ANCC criteria with guidance by the AMSN Education Director.
   e. Contacts assigned speakers to discuss their interest and availability to present at the convention and forwards contact information to the National Office.
   f. Maintains a continuing relationship with assigned speakers throughout the planning and implementation cycle.
   g. Assists Education Director in obtaining required information from speakers for the convention grid, the brochure, and/or the program book.
2. Writes articles for MedSurg Matters! regarding educational topics as requested by Committee Chairperson and/or Education Director.
3. Provides suggestions for potential sponsors/exhibitors to the National Office.
4. Attends:
   a. Convention prior to year being planned.
   b. Face to face planning meeting
   c. Phone conferences during year as needed
   d. Convention planned
5. Solicits for and assures each session has a moderator.
6. On-site Responsibilities
   a. Meets and greets assigned speakers prior to the speakers’ sessions.
   b. Serves as moderator for selected sessions
   c. Provides a moderator orientation session prior to beginning of convention
   d. Provides hospitality announcements during the Opening Ceremony
   e. Coordinates and/or presents the first time attendance/new member orientation session
   f. Maintains professional and visible presence throughout convention
7. Hospitality
   a. Coordinates local hospitality activities.
      1. Provides information on dignitaries in the local area (contact information, address) to the National Office for invitation letters.
      2. Provides contact information for newspaper and other potential avenues of free advertisement in the local area to the National Office.
3. Writes article(s) for the newsletter about the local attractions.
4. Provides ideas to the National Office about sight-seeing activities.
5. Provides information for attendees about local attractions, restaurants, etc.
7. Assists attendees in finding sessions, etc.
8. Provides feedback on process for the next year’s hospitality functions.

8. Exhibit Hall
   a. Visits each exhibit booth, thanking exhibitors for their support of AMSN.
   b. Plans activities that encourage attendees to visit the exhibit hall.
   c. Encourages attendees to visit each booth and thank exhibitors for their support.

Management Firm Responsibilities:
1. Prepares and distributes all speaker letters/forms/formal contact.
2. Prepares, updates, and distributes the convention grid.
3. Negotiates honorarium with speakers unable/unwilling to accept the usual and customary honorarium.
4. Prepares, edits and distributes correspondence, promotional, and informational materials.
5. Coordinates convention process: on-site arrangements and responsibilities, exhibits, food/beverage, opening ceremonies etc.
6. Serves as the primary contact with the hotel.
7. Serves as the primary contact with confirmed and potential exhibitors and sponsors.
8. Functions as the Provider of the Continuing Nursing Education contact hours, co-providing with AMSN. Provides the AJJ Director of Education Services to serve as the CE nurse planner as required by ANCC-COA criteria.
9. Compiles evaluation data (scores and comments) and submits to committee members.
10. Evaluates the meeting logistics prior to and following the convention.
11. Develops and oversees the budget.
12. Negotiates educational grants/sponsorships for education sessions/activities.
13. Provides space for storage and retrieval of records according to policy and procedure.
14. Assists with the planning, implementation, and evaluation of membership and/or learning needs survey.

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