



Committee Meeting - Conference Planning 2023

Date:	28 June 2023
Time:	7.15 - 8.00 pm
Place:	Zoom
Attendees:	Amanda, Tracey, Elly & Nora
Apologies:	Michelle, Lara, Bev, Matt.

Item No.		Raised by / Presenting:
a.	<p>Conference Planning for CNSSNZ Conference November 9 & 10th 2023</p> <ul style="list-style-type: none"> • Opening with Kaumatua: In progress with Elly. Tracey suggested a new member from Wellington could be a resource. Final option, liaise with hotel. • Programme Scheduling: • Registration: WIX – Sam (name tags – printed through WICKS)/ Tracey to discuss with Sam. Lara email to Sam. • Advertising: All to utilise our networks and encourage attendance • Sponsorship: Bev following up with Baxter. Amanda – waiting to hear back from various 	<p>Elly</p> <p>Sam/ Lara/ Tracey</p> <p>Now Live</p> <p>All</p>

	<p>drug companies.</p> <ul style="list-style-type: none"> • Gifts for Speakers: Amanda proposed Splashy coffee mugs. • Programme for devices: Sam to format to similar style for conference documents. Improve font. Bring padlock to the fore. 	<p>Bev / Amanda Amanda</p>
<p>b.</p>	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Renew membership 2. Register for conference (own cost) 3. Book flights to Wellington – receipt to Tracey.(covered by CNSSNZ) 4. Book accommodation at Copthorne. (own cost) 	
<p>c.</p>	<p>Conference Structure</p> <p>9:00 Registration 10.15: Welcome 10.30: President Welcome 10.45: First speaker.</p> <p>Times for Speakers / Abstracts to be allocated.</p> <p>Abstracts: 20min slots -15min and 5 mins for Q&A. To be submitted by September 1st.</p> <p>Day 1:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. <p>Day 2:</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>Abstracts to Lara / Tracey work email</p>

	<p>Speakers: Cathy Holloway – Confirmed (Wellington) – Opening Speaker. To check what her topic is Anne Daniels – Confirmed (Dunedin) (Topic to be confirmed) Lorraine Hetaraka –Confirmed (Wellington) (Topic to be confirmed) Liz Manning – Confirmed (Auckland) Jane Hinds – Confirmed - Self Care and Grief (Auck) Shauna Stevens – Confirmed – Rural CNS (Invercargill) 9th Nov Morgan Spittal – Confirmed – Self Care and Wellbeing (Nelson) Myra Patu (GP) – Confirmed – Maori Health (ChCh) Zoe Anderson – Confirmed - Supervision (Hamilton)</p>	
d.	<p>Liaison with Presenters:</p> <ul style="list-style-type: none"> - All speakers providing bio, topic brief & photo to Elly and forward to Tracey. - Receipts for travel to be forwarded to Tracey. 	Elly/Tracey
e.	<p>Theme:</p> <p>Unlocking Potential – Finding way forward.</p> <p>On flyer: Key words: networking, clinical leadership, education, self-care.</p>	Finalised
f.	<p>Audio Visual:</p> <p>AV requirements provided by hotel.</p> <p>Cost of recording likely cost prohibited. Discuss with AV team nearer the time. This would include recording for later access</p> <p>Slides to introduce each person. – Create a PP closer the time – Give to Sam/ Tracey</p>	Tracey – In progress

<p>g.</p>	<p>Costing</p> <p>Copthorne \$59pp (held reduced price for our group)</p> <p>\$14.5K excl cocktail drinks (Room / food basic AV) for 100</p> <p>\$4K – AV and printing (Discuss printing to Sam first)</p> <p>\$ 6-8 K for invited speakers and expenses.</p> <p>Programme to be emailed out for access on devise / Phone</p> <p>Aim to break even.</p>	<p>In progress</p>
<p>h.</p>	<p>Advertising</p> <p>All committee members to raise the profile of the conference and encourage attendance with CNS colleagues.</p> <p>Bev to continue with social media</p>	<p>ALL</p>
<p>i.</p>	<p>College of Nurses NZ (Professional College) – providing “back office” assistance. Getting our name and society moving forward. Our members would have membership with the college.</p> <p>Bev will discuss with Liz and postpone for later (after conference)</p>	<p>Bev</p>
	<p>Next meeting to be scheduled for Wed 26th July @ 1.00pm</p>	
<p>Agenda</p>	<ul style="list-style-type: none"> • Conference planning progress updates. • Abstracts • Membership and Conference Registration • Sundry – feedback from Amanda re HIV conference and Tracey can access Sepsis lanyards • Barista Coffee: Awaiting quote from Hotel 	

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| | <ul style="list-style-type: none">• Pens• QR code – Sam working on this.• Nominations for committee members next year. | |
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