

## **7.1 Annual Conference Policy**

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### **PURPOSE**

The purpose of this policy is to establish operational guidelines for planning and conducting the annual International Conference on Nursing Science and Practice.

### **POLICY**

The IAFN will sponsor the annual International Conference on Nursing Science and Practice.

### **PROCEDURES**

#### **A. Site selection**

Geographical regional sites rotation will be planned to include locations outside of the United States when possible.

The CEO or designated staff member will secure and maintain fiscally sound contracts associated with the meeting facility, equipment, and other needs.

#### **B. Date**

There will be a conscientious effort to avoid U.S. and Canadian national holidays, religious observances, and other professional meetings which may impact attendance. Consideration will be given to a meeting format which permits attendees to benefit from special rates of airlines and hotels.

#### **C. Press Relations**

Prepared press releases will be made available at the discretion of staff. No media will be permitted to record, photograph, or videotape any program sessions or IAFN assemblies without prior approval. Any press personnel must agree to adhere to the press guidelines.

#### **D. Audio Visual**

The IAFN will make reasonable efforts to provide usual and customary presentation equipment. If any speaker format requires special AV equipment, arrangements at the

cost of the presenter must be made with Home Office at least 30 days prior to the Annual Conference.

#### E. Safety and Security

IAFN will announce in the proceedings that it assumes no liability for personal property or participant safety.

#### F. Badges

All registrants, speakers, guests, press, and exhibitors will be required to wear a distinctive badge at all sessions. Individuals will not be permitted to attend any functions without an appropriate badge or identifying credentials.

#### G. Exhibitors

In the event that any group or agency requests exhibit space, or seeks to distribute literature or samples of products which may be in conflict with the intended objectives of the IAFN or the IAFN membership, IAFN will seek legal counsel before denying a request.

Book signings and other courtesies to invited guests will be accommodated on a case-by-case basis to ensure that the meeting schedule will not be delayed or interrupted.

Any rules or regulations for the Exhibit Hall will be developed and made available by staff.

#### H. Non-Smoking

The meeting will be declared *non-smoking*.

#### I. Other Considerations

Local hostesses, hosts, and convention support personnel may be used to facilitate member arrival and orientation. Local support personnel may be available throughout the meeting to advise attendees on transportation, shopping, dining, or special events. Suitable promotional literature on the city and its services/public events may be displayed and distributed.