



Joint National Conference

Host Commitment Overview and Application

Introduction

Thank you for your interest in hosting the Association of Pediatric Hematology Oncology Educational Specialists (APHOES) and Association for the Education of Children with Medical Needs (AECMN) joint national conference. While hosting the joint professional conference is a substantial undertaking, host institutions have routinely enjoyed the experience. The host institution will have the full support of the Joint Conference Planning committee, Conference Co-Chairs, and Executive Boards. Conference hosts have described their involvement as rewarding on a local and national level.

Organizations

AECMN

AECMN is a non-profit organization comprised of educators committed to working with children with medical needs. As an organization, we strive to serve the unique needs of our students by raising awareness about their educational challenges, collaborating with like-minded professionals, and partnering with similar local and national organizations. It's the lifework of AECMN to advocate for the delivery of appropriate educational services for these children and identify best practices of teaching students with medical needs.

APHOES

The Association of Pediatric Hematology Oncology Educational Specialists (APHOES) is a group of professional (nurses, psychologists, social workers, child life specialists, school and hospital-based educators, physicians and others) that work together to address the educational needs of pediatric hematology and oncology patients. The group first convened in November 2005 out of a shared desire to improve the educational outcomes of pediatric hematology and oncology patients and to standardize the methods that yield positive outcomes. Since that time, APHOES members have gathered annually to draft and refine these standards, to network with other professionals and to collaborate on a wide variety of projects. APHOES began offering professional development opportunities at the working group meetings, which has evolved into an annual national conference with a robust presentation agenda.

Historical Perspectives to Guide Interest

Attendees

- Approximately 100-200 professionals attend the conference
- Over 30 states have been represented
- A range of organizations are typically represented varying from large national foundations and medical institutions to small independent hospitals, foundations, school systems, and vendors
- While a variety of professionals attend each year, educators, school intervention/re-entry specialists, psychologists, nurses, social workers, and child life professionals make up the majority of the conference audience

Location

- Conferences are routinely hosted by pediatric medical institutions
- Accessibility of destination is important (reasonably sized airport that is not too far from the conference site is critical)
- Meeting space for the event is preferably on location at the hospital
 - Accommodation fees at the host institution vs. a local hotel tend to be more reasonable and are sometimes waived
 - Hosts generally provide a tour of their hospital during the conference. Holding the conference near the tour site simplifies logistics
- Typically, a social/networking event is planned for one evening offsite at the conference hotel, a local restaurant, or attraction

Timing

- The conference is held in the spring (last week of April/first week of May)
 - Due to the multidisciplinary involvement in the conference, dates of a variety of professional conferences have been considered, thus resulting in our spring timing
- The duration of the annual event includes a full day for a “Working/Networking Group” meeting and two full days of professional development. Additionally, time is allotted for the annual business meetings

Host Institution Responsibilities

The host institution will identify a team to serve as the Local Planning Committee. The Local Planning Committee will have the full support of the Joint Conference Planning Committee, but will independently incur certain tasks and costs. These might include:

- Printing
 - Conference booklet
 - Name tags
 - Surveys and evaluations
 - Certificates of attendance
 - Other miscellaneous documents
- Local personnel will be needed for tasks such as:
 - Registration
 - Runners
 - Preparing welcome packets
 - Room monitors
 - Tour guides
- Other commitments
 - 1-2 Local Planning Committee members attend monthly, one-hour Joint Conference Planning meetings
 - Securing catering (cost covered by Joint Committee) for included meals

Finances

- Covering the cost of the conference is a responsibility jointly shared by AECMN, APHOES, and the host institution
- Targets for conference revenue include but are not limited to:
 - Conference registration fees
 - Vendor donations
 - Grants
 - Fundraising

Accommodations

- A variety of hotel options, close to the conference location, should be available
- Reasonable rates are easier to obtain when hotels compete for business
- Business appropriate hotel(s) for overnight accommodations and potentially working meetings is a requirement
- Hotel should be reasonably close to an airport and the conference site
- Hotel should be reasonably close to several restaurant options

Transportation

- Easy access to public transportation is ideal
- Multiple options for travel to and from airport
- Multiple options for travel to and from local attractions
- Multiple options for travel to and from restaurants

Presentations

- Securing speakers is a joint responsibility shared between the Joint Conference Planning Committee and the Local Planning Committee
 - The Local Planning Committee generally arranges for physicians and local professionals to speak about an area of specialty identified as a beneficial topic for the conference attendees
 - The Joint Conference Committee will recommend keynote speakers for approval of both executive boards
 - The Joint Conference Committee will facilitate a Call for Papers to fill remaining speaker slots

The Joint National Conference at Your Institution

Hosting the AECMN/APHOES Joint National Conference at your institution is an opportunity to showcase your program, services and/or hospital. The attendees appreciate the opportunity to view individual programs in their actual setting. Rotating venues promotes a “learning from sharing model” valued by the organizations and their members.

Additionally, many of our hosts have been surprised at the local recognition their program received as a result of hosting a national conference. Examples of local recognition previous hosts have enjoyed include:

- hospital leadership gaining a deeper appreciation for the program/services
- local sponsors becoming aware of the program resulting in new partnerships
- good press for the institution locally
- good press for the institution nationally
- local schools and professionals learning how to better serve their students with chronic illnesses and new partnerships with school districts are strengthened

Organizing and planning the Joint National Conference is a shared responsibility between the Local Planning Committee, Joint Conference Planning Committee, Conference Co-Chairs, and Executive Boards. All parties work collaboratively in every aspect of the planning and the actual facilitation of events during the conference. The Local Planning Committee takes the lead on local events such as hotel selection, recommending local institution speakers, securing volunteers to assist with tasks such as conference registration, and obtaining conference sponsors. The Conference Co-Chairs and Joint Planning Committee will be primarily responsible for managing the Call for Papers, securing outside speakers, securing conference sponsors, establishing the conference program, and online registration. The Executive Boards will direct the Working Day and Business Meeting agendas and will approve all decisions proposed by the Local Planning Committee, the Joint Conference Planning Committee, and Conference Co-Chairs. This collaborative structure allows stakeholders to share responsibilities and creates a check and balance arrangement that ultimately reduces the stressors associated with hosting and planning such a large event. While we welcome and encourage creativity from individual hosts, maintaining the brands of AECMN and APHOES throughout the conference is critical.

Selected hosts will receive the Joint Conference Planning Timeline and Guide to assist in the planning and organization of the event. Embedded in this document are helpful timelines, responsibility charts, and explanations of each component which clearly delineate assignment of tasks.

Please complete the application on the following page. Please submit the completed form to AECMNAPHOESConference@gmail.com.



AECMN/APHOES Joint National Conference Host Proposal Application

Contact Information

Primary Contact Name	
Institution Name	
Street Address	
City	
State	
ZIP Code	
Work Phone	
Cell Phone	
E-Mail Address	

Additional Contact Information

Secondary Contact Name	
Institution Name	
Street Address	
City	
State	
ZIP Code	
Work Phone	
Cell Phone	
E-Mail Address	

Co-Host Information

Co-Hosting Institution/Organization	<i>Check box if not applicable</i>
Co-Host Primary Contact Name	

Conference Site and Facilities Information

Proposed City and State	
Proposed Dates	
Name of Proposed Conference Venue (Hotel, Hospital, Conference Center)	
Name of Proposed Working Day Venue (Hotel, Hospital, Conference Center)	
Name of Proposed Hotel for Guest Accommodations	
Projected Venue Costs (100-200 attendees) <ul style="list-style-type: none"> ● Meeting space ● Catering ● Audio/visual support 	<ul style="list-style-type: none"> ● ● ●
Projected Hotel Costs/Commitments <ul style="list-style-type: none"> ● Guest room rates ● Minimum room requirement 	<ul style="list-style-type: none"> ● ●
Local Information / Benefits of this Site <ul style="list-style-type: none"> ● Name of Airport(s) ● Distance of airport to venue/hotel ● Local weather ● Area attractions 	<ul style="list-style-type: none"> ● ● ●
Please tell us more about why your city/institution/organization is the ideal location for the Joint National Conference:	

Proposed Conference Information

Keynote Speaker Ideas	
Proposed budget/cost	

Institutional Support

Securing the support and approval of hospital/organizational leadership is crucial for the success of a conference host. Please indicate if support from the following department(s) has been discussed.

- Development Yes No
- Departmental/Organizational Leadership Yes No
- Facilities/Event Management Yes No

Availability

During which hours are you available for Conference Planning Meeting Meetings/Calls?

Please check all that apply.

Weekday mornings

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Weekday afternoons

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Previous Conference/Event Planning Experience

Summarize your previous planning experience.

Agreement and Signature

By submitting this application as a representative of the above institution/organization, I affirm that the facts set forth in it are true and complete. I understand that if this institution/organization is accepted as a conference host, any false statements, omissions, or other misrepresentations made on this application may result in the immediate dismissal of this application.

Name (printed)

Signature

Date

