

CHICA - EASTERN ONTARIO
A chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Education
SUBJECT: **CONFERENCE POLICIES**
ORIGINATED: Nov. 2006
APPROVED: Executive 01/11/06

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1. PHILOSOPHY

Education and networking are important components in supporting infection control professionals in meeting the challenges of their daily tasks as well as maintaining morale and enhancing motivation.

2. PURPOSE

To provide consistent policies based on previous conference planning experience.

3. STRUCTURE

- 3.1 Alternate years with CHICA-Ottawa Region Chapter to facilitate the attendance of Exhibitors.
- 3.2 Start planning at least 10 months ahead - decide on date and book venue.
- 3.3 Consider incorporating CHICA-Canada Poster theme, which is encouraged by CHICA-Canada.

4. POLICY/PROCEDURE

4. EXHIBITS

- a) Allow for at least 2.5 hours of exhibit time per day.
- b) Established Exhibit fee includes registration for 2 representatives. Additional representatives will be charged a fee to cover refreshments/expenses.
- c) There will be no discount for un-manned tables.
- d) Gifts and/or donations in lieu of Exhibit fee are not permitted.
- e) Companies will be sent an email confirmation that their registration has been received. Once spaces are filled, companies wishing to exhibit will be informed that they are on a waiting list, pending a cancellation.
- f) Cancellation by Exhibitor:
 - Greater than 30 days before - refund minus \$50.
 - Within 30 days payment forfeited unless space can be rented to another vendor. In that event a refund will be made minus \$50.
 - Information to be included on Exhibitor Registration Form.
- g) Failure to occupy space: no refund.
- h) Registration at the door is not available unless all spaces were not filled in pre-registration.
- i) Identify CHICA-Canada Patrons with a sign on table.
- j) Provide Exhibitors with a list of registrants who are willing to share their contact information, post conference.
- k) Door prize contributions - include statement in on-site program "use ofas a door prize does not constitute endorsement by CHICA-Eastern Ontario."

4.2 SPONSORS

- a) Sponsorships/donations will be invited and gratefully received, but a charitable donation receipt cannot be issued.
- b) Sponsors will be acknowledged at the Conference and in the final program if received before printing.
- c) Offers to sponsor a speaker must be approved by the speaker.
- d) An industry sponsored speaker is acceptable if unbiased and a good speaker.

4.3 SPEAKERS

- a) Cover hotel room for the night before if speaking in the morning and more than 1 hour from site.
- b) Other travel/accommodation arrangements will be assessed on a case by case basis.
- c) Cover meals/refreshments for the day.
- d) Invite them to attend any social functions, at no charge.
- e) Invite them to stay for the entire conference, at no charge.

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4.4 REGISTRATION

- a) Early registration deadline - 30 days before the day. Specify the date. Have a draw: e.g. for refund of registration fee.
- b) Complimentary Registration:
 - Planning Committee
 - Moderators
 - Speakers
 - Volunteers/Hosts - Chapter Executive will be invited to be volunteers.
 - Chapter President
- c) Registration Fee - decide at first meeting: (2006-Conference \$80/Workshop \$30)
Note on Registration Form that cheque payable to CHICA-Eastern Ontario MUST accompany the registration.
- d) Refunds: - include on Registration form
 - Requests for refunds must be received in writing.
 - Greater than 3 weeks before conference - full refund
 - Registrations may be transferred at any time without penalty.
- e) Note on registration form that "receipts will be available on the day- email confirmation will be made if email address provided."
- f) Note on registration form that registrant contact information will be shared with exhibitors.
- g) Consider having a reduced registration fee for Students and CHICA-Canada Members (verify with request for CHICA-Canada member number. - (Not provided in 2003 or 2006)
- h) Keep a detailed record of each cheque received noting date, & when given to treasurer to deposit.

5. PLANNING/PROGRAM COMMITTEE & VOLUNTEERS EXPENSES

- 5.1 Each committee member will keep a record (on Expense Record form) with receipts for out of pocket expenses of less than \$20.
- 5.2 For expenses anticipated greater than \$20 - submit a budget to the conference Treasurer & Chair for approval.
- 5.3 Travel/Hotel expenses for volunteers are not covered except in exceptional circumstances and as approved by the committee/chair. Hotel room will be considered if greater than 1/2 hour from the site.
- 5.4 Expense Records, with receipts, will be submitted to the Conference Treasurer or Chair at the conclusion of the Conference.

6. CHAPTER RESOURCES

- Label software program
- Data projector extension cable
- Chapter Conference Planning Manual

7. REFERENCES

- 7.1 CHICA-Eastern Ontario Terms of Reference
- 7.2 Chapter Conference Planning Manual
- 7.3 CHICA-Canada policy/procedures
- 7.4 CHICA-Canada Conference Manual