



**National Association of Pediatric Nurse Practitioners
33rd Annual Conference – March 28-31, 2012
Henry B. Gonzalez Convention Center – San Antonio, TX
Non-Continuing Education (Non-CE) Conference Activities**

Non-Continuing Education (CE) Conference Activities are available to provide an opportunity for nurse practitioners (NPs) to gain information on specific products and/or therapeutic areas provided by company-designated presenters during the NAPNAP Annual Conference. NPs can learn to incorporate these products into their practices in the most appropriate way. The material presented in these activities may be promotional and may concentrate on a specific product or drug. For this reason, these sessions **cannot** be accredited for NAPNAP continuing education (CE) contact hours.

At the Annual Conference, NAPNAP offers exhibiting companies the opportunity to present timely clinical information to nurse practitioners during time slots which do not compete with the primary program or concurrent sessions. These activities may be in the form of an Industry Sponsored Product Theater, a Poster Session, or a Non-CE Educational Symposium. Any proposed non-CE Conference Activity must provide current, high-quality, objective information of benefit to Nurse Practitioners in providing quality care to pediatric patients of any or all ages.

A one time administrative fee of **\$20,000** is required for this opportunity. A Non-CE Conference Activity Application (see Form A) must be submitted through NAPNAP's National Office with the one time administrative fee. The deadline to submit an application to sponsor a Non-CE Conference Activity is **January 17, 2012** after which time applications are accepted on a space-available basis. Activity applications will be reviewed and space assignments will be given on a first come, first served basis. No space is guaranteed without payment in full. NAPNAP will only review applications which provide complete information. NAPNAP retains the right to deny acceptance of any application for reasons that it solely determines and applies. The sponsor will be contacted in writing regarding the outcome of the application.

The administrative fee covers the following:

- Confirmation letter from NAPNAP stating the approved topic, date, time, and meeting space assignment for the activity after receipt of a Non-CE Conference Activity Application.
- Announcement of Non-CE Conference Activity in the NAPNAP Program Book and "Meeting-At-A-Glance" Flyer (time permitting).
- Posting of Non-CE Conference Activity on the NAPNAP Conference WebPages under Additional Opportunities. Announcement to include: title of program, day and time of the program, the type of program, sponsor/supporter of the program, and instructions on how to register for the program (pre-registration and onsite registration).
- Announcement of all non-CE activities in a blast email to NAPNAP Conference pre-registrants (approximately 1 month before conference). Announcement to include same as web posting (see above).
- Opportunity to include a complimentary one-page flyer/post card announcement (must be approved by NAPNAP) in NAPNAP Conference Registration Bags (estimated quantity for printing 1,400. Final quantity will be available after February 20th).

- Provision of NAPNAP Mailing List License Agreement and one time use of conference preregistration mailing list to mail invitation/announcement (must be approved by NAPNAP) of the event.
- Conference badges for 3 ancillary staff and 2 speakers/faculty to be provided onsite.
- Provision and access to meeting space for preparation before scheduled non-CE activity (to be coordinated on an individual basis but not guaranteed).
- Provision of space onsite to be used for registration of the activity (to be coordinated directly with Henry B. Gonzalez Convention Center or Grand Hyatt event staff).
- Permission to post promotional signage of activity at conference registration desk and in exhibit hall (see Section B: Signage for additional details).
- Designated NAPNAP manager to assist onsite with answering questions.
- Review and approval of all materials by NAPNAP's Director of Practice, Education, and Research.

Once the request for meeting space is approved and confirmed in writing, the **activity sponsor** (i.e. the supporting company, exhibiting company, PR Firm, or education company – not NAPNAP) is responsible for arranging/coordinating the following activity details:

- Confirming hotel meeting space with Grand Hyatt personnel (contact information to be included in confirmation letter)
- Ordering food and beverages for the activity, if applicable
- Securing and coordinating audiovisual equipment for the activity using NAPNAP's preferred audio visual provider
- Planning and coordinating activity registration (requires a registration system where preregistered attendees are guaranteed seating)
- Providing all marketing materials and signage to NAPNAP for approval prior to printing (the following items must be included on all materials in addition to the activity information: NAPNAP disclaimer (provided below), registration details/instructions, audience size limitations)
- Payment for conference registration if faculty wants to attend full conference

Disclaimer: (Company name) has been given meeting space to provide a Non-CE Conference Activity during NAPNAP's Annual Conference. This is a non-CE event. NAPNAP's approval of meeting space does not imply product endorsement.

Section A: Room/Space Assignments

Non-CE Educational Symposia may be held during one of the following dates and timeframes and start times can be chosen by the sponsor (dates and times are subject to change as a result of convention center/hotel space availability):

Wednesday, March 28 (7:00 AM – 9:30 AM) - Breakfast
 Thursday, March 29 (6:00 PM – 9:30 PM) - Dinner
 Friday, March 30 (7:00 AM – 8:30 AM) - Breakfast
 Friday, March 30 (3:30 PM – 5:00 PM) – Afternoon Refreshment Break
 Friday, March 30 (6:00 PM – 9:00 PM) - Dinner

Please specify your first and second choice on the non-CE Conference Activity Application. There may be up to two (no more) educational symposia (CE and non-CE) scheduled on the same day at the same time, and room assignments are not guaranteed to be located in separate sections of the Grand Hyatt Hotel.

Other non-CE Conference Activities such as poster sessions or focus groups may be scheduled at dates and times other than those listed above. Please provide requested date and time on the non-CE Conference Activity Application. Special events scheduled on Thursday or Friday

evenings on behalf of the attendee, may have the potential to conflict with non-CE activities. NAPNAP fully supports all non-CE Conference Activities' marketing efforts, but is not responsible for final attendance of non-CE activities. All activities rooms will have the capacity to accommodate up to 300 participants. Depending on availability, non-CE conference activities may be scheduled at the same time as NAPNAP CE-approved educational ancillary symposia.

Section B: Signage

Signs, directional or informational, must be approved by, and coordinated with NAPNAP Meeting Management. Each non-CE activity is permitted one easel outside of symposia room holding one sign (no larger than 22x28 inches). No banners or meter boards are allowed. The sign is to be supplied by the supporter and must be mailed to the attention of the onsite activity contact. Each activity is also permitted two directional signs (no larger than 22x28 inches) that may be placed in public spaces of the Henry B. Gonzalez Convention Center and Grand Hyatt Hotel (approval is required from the Henry B. Gonzalez Convention Center/Grand Hyatt Hotel for the placement of your signs). These signs may be placed 2 hours prior to the activity and must be removed no later than 2 hours after the event. The directional signs should guide participants to the meeting space and must carry only the following information: Activity Title; Times for registration/check in, Room Information and directional indicator (arrow, etc), and NAPNAP disclaimer (see previous page). One sign must be placed at NAPNAP's Registration Desk in the Henry B. Gonzalez Convention Center and must provide detailed registration instructions (for both pre-registration and onsite registration) as well as audience size limitations. It is suggested that this sign be posted prior to 24 hours in advance of the activity. If the guidelines regarding signage are not adhered to, NAPNAP has the right to remove posted signs without notice. One sign may also be placed within the exhibit space assigned to the Sponsor or Commercial Supporter.

Section C: Cancellation Policy

After approval has been issued for your non-CE activity, NAPNAP must be notified in writing of the cancellation of the non-CE activity. For cancellations received by close of business on January 31, 2012, NAPNAP will issue a refund of 80% (\$16,000) of the administrative fee. No refunds will be issued for cancellation received on or after February 1, 2012.

Section D: Additional Services/Opportunities (all are optional)

The following is a description of additional opportunities that are available (ALL require additional fees that are not included in the administrative fee).

1. **NAPNAP Conference Program Book Advertisement** – go to www.napnap.org to download form
Deadline: February 1, 2012
2. **NAPNAP Conference Hotel Room Drop** – go to www.napnap.org to download form
Deadline: March 1, 2012
3. **Grant Request and Budget Review** – For an additional fee, NAPNAP manager will review grant application and assist with questions or concerns the contracting company may have. It will still be the responsibility of the contracting company to develop and submit the grant request, complete all required request paperwork, and develop and submit a budget to receive funding for the program.

Additional Cost: \$2,500

4. **Letter of Agreement (LOA) Review and Sign** – NAPNAP will assist with the review of any letters of agreement

Additional Cost: \$2,500

5. Grant Request Submission and Administration of Grant Funds – NAPNAP understands that some sponsoring companies require the grant request to come from the approving organization (NAPNAP). NAPNAP will assist with the review of and submit any necessary grant request letters to the sponsoring organization. However, the contracting company is responsible to develop the grant request, complete all required request paperwork, and develop a budget for the program. NAPNAP will assure the grant request is forwarded to the supporting company and will receive the funding, if approved. The contracting company will then be responsible for invoicing NAPNAP for the appropriate costs and reconciling the budget/money at the close of the program. Any grant, whose funds are administered by NAPNAP, must clearly delineate what is to be done with remaining funds.

Additional Cost: \$5,000

6. Speaker Recommendation – NAPNAP will search and locate a speaker on the requested topic area and contact them to see if they are interested in a speaking opportunity. If they are, contracting company will be responsible for remaining coordination and arrangements.

Additional Cost: \$1,500

7. Audience Response System (ARS) – NAPNAP will format presentation for Audience Response System and provide onsite technical support to presentation faculty.

Additional Cost: \$2,500 + \$10 per keypad requested (# of requested keypads must be confirmed two weeks prior to conference).

8. Electronic Barcode Scanning Device for Event Registration – Electronic scanning device to be used for registration and scanning participants barcode, name, and contact information. Additional information available upon request.

Additional Cost: Optium™ S400: \$505/unit (Electricity required)
Optium™ RT1000: \$605/unit (Battery powered – No electricity required)

In addition to completing and submitting the Non-CE Conference Activity Application, the following forms are REQUIRED and should be sent to the NAPNAP National Office by the deadlines listed below.

Required Applications/Forms	Deadline
A. Non-CE Conference Activity Application & Administrative Fee	January 17, 2012*
B. Conference Registration Mailing List Order Form & License Agreement †	January 31, 2012
C. Webpages Announcement Form †	February 15, 2012
D. Registration Bag Insert †	March 1, 2012

*All cancellation notices must be received by January 31st in order to receive a refund of 80%. No refunds will be issued for cancellation received on or after February 1, 2012.

†These forms will be included with Non-CE Conference Activity confirmation letter.

If you have additional questions please contact Heather Keesing, Program Manager (hkeesing@napnap.org) or Laura Nelsen, E-Learning/CE Manager (lnelsen@napnap.org) at NAPNAP's National Office (856-857-9700).



Non-CE Conference Activity Application
 National Association of Pediatric Nurse Practitioners
 33rd Annual Conference
 March 28-31, 2012, Henry B. Gonzalez Convention Center

*Note: Due to the increasing demand for ancillary space, we may not be able to accommodate all requests for space. Meeting space assignments is on a first come basis. No one is guaranteed space until confirmed in writing by NAPNAP. **Deadline for application is January 17, 2012.***

Sponsoring/Exhibiting Company:								
Contracting Company (if different):								
Contact Person:					Title:			
Address:								
City:				State:			Zip:	
Phone:			Fax:			Email:		
Topic of Symposia:								

Type of Function: Product Theater Poster Session Non-CE Symposium
 Other (please specify) _____

Time of function:

	3/28/12: Wednesday Breakfast		3/30/12: Friday Breakfast
	3/29/12: Thursday Dinner		3/30/12: Friday PM Refreshment Break
			3/30/12: Friday Dinner

Anticipated Attendance: _____ people Room Set-up/Seating style: _____

2012 Administrative Access Fee: \$20,000
 (Check made payable to NAPNAP)
 (Payment must be received prior to confirmation of space).

Please return this form with payment to:

NAPNAP
 (Attn: Education Dept.)
 20 Brace Rd., Suite 200
 Cherry Hill, NJ 08034-2634
 Phone: 856-857-9700
 Fax: 856-857-1600

For office use only:

Date of Request:			Payment Received:		
Approved for date:		Time:		Number of People:	
Space Assigned (room):					
NAPNAP Mailing List/License Agreement Received:					
Mailing Approved:			Mailing list sent:		