



## NATIONAL EMERGENCY NURSES' AFFILIATION INC.

### EXPRESSION OF INTEREST

**This is your opportunity to be a part of the NENA team as we create our 2013 National Conference Committee.**

**We will be filling the positions of conference chairperson and 7 committee members.**

The 2013 Conference will be held in British Columbia, spring of 2013 (exact dates and location to be determined by the committee). This committee, led by the chairperson, is charged with planning the 2013 NENA National Conference. Committee members will be responsible for conference theme and design, conference registration, calling for and reviewing abstracts, selection and confirmation of topics and speakers, introducing/coordinating speakers at the Conference, accommodation and catering arrangements, obtaining conference sponsorships, coordinating vendor display arrangements and other tasks as identified.

Members of this committee are encouraged to attend all scheduled planning meetings, as this is crucial to the success of the conference. Most meetings will be conducted through the use of teleconference, skype, live meeting, etc.

Selection of the committee will be based on the following criteria, but not limited to:

- NENA member
- previous provincial activity
- previous conference planning experience preferred
- at least 1 member from host city or close to it
- in person meetings not required but may occur if deemed necessary
- commit to participation x 2 - 3 years
- must attend the conference and be in host city for week prior to conference
- Resume/Curriculum Vitae must be sent with application
- References may be requested at a later date.

We invite NENA members to submit their applications, using above criteria and telling us why we should choose you to be on the committee. Members from across the country are encouraged to apply.

Deadline for applications is August 30, 2011.

Applications to be submitted to [secretary@nena.ca](mailto:secretary@nena.ca)

*NENA relies on its members to shape the direction of our affiliation.*

*Your contributions are invaluable, and we thank you for all your support*