

# Exhibit/CE Program

The NTI is nationally recognized for its pioneering Exhibit/CE program inaugurated in 1989. Today, exhibitors offer sessions approved for CE credit on more than 100 applied clinical topics right at the Critical Care Exposition.

## Session Locations

Most sessions are held in an exhibitor's booth. CE exhibitors must reserve enough space to accommodate demand. Sessions may not be presented in an exhibit smaller than 10 ft. x 20 ft.

As an alternative, for an additional fee, exhibitors may reserve up to two 30-minute periods in a shared classroom on the exhibit floor. The modular classroom seats up to 60 participants and is equipped with an LCD projector, screen, podium and hard-wired lavalier microphone.

## Fees

A \$350 fee is required for the first accredited session topic and \$150 for each additional topic. An additional \$950 fee is required for each 30-minute time period when the classroom is used.

## Applying for Sessions

Submit the Exhibit/CE Speaker Profile and the Exhibit/CE Program Application on pages 24 and 25 of this prospectus. So sessions can be listed in the *NTI Program and Proceedings* and *NTI Program Planner*, both forms must be received by AACN no later than February 15, 2006. Sessions applied for after this date will only be listed in the *NTI News* exhibit floorguide and on the NTI Web site.

## For More Information

Please contact Bonnie Baker at 949/362-2050 - ext. 537 or [bonnie.baker@aacn.org](mailto:bonnie.baker@aacn.org).

**“The single most important show we attend every year!  
Thanks to all your attendees for their enthusiasm and  
interest in improving patient care and comfort!”**

**-Mat Piro, Heart  
Hugger/General Cardiac Technology**

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# Exhibit/CE Speaker Profile

This information is needed for accreditation purposes. The form must be completed in full or attach a curriculum vitae by February 15, 2006. This form may be photocopied if multiple speakers will present. Forms are available on the Web site at [www.aacn.org](http://www.aacn.org) > Education > Speaker Materials.

Sponsoring Exhibitor \_\_\_\_\_

Title of Exhibit/CE Session(s) \_\_\_\_\_  
\_\_\_\_\_

Speaker Name and Credentials \_\_\_\_\_  
(exactly as it should appear in the *NTI Program and Proceedings*)

Position Held \_\_\_\_\_

Organization \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Country \_\_\_\_\_ Business Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Professional Nursing License (if applicable) \_\_\_\_\_ Exp. Date \_\_\_\_\_

Academic Preparation (list most recent academic preparation first—please indicate area of specialty)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>School/University</i>	<i>City, State, Country</i>	<i>Degree/Date</i>
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Professional Experience (previous five years only) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Publications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honors/Awards \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return application via mail, fax or e-mail to:  
American Association of Critical-Care Nurses • 101 Columbia, Aliso Viejo, CA 92656  
Attention: Bonnie Baker, Exhibit/CE Program  
949/362-2050, ext. 537 • F 949/448-5598

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# Exhibit/CE Program Application

## Application fee of \$350 (plus \$150 for each additional topic) must accompany this application.

Please provide a separate application for each session being submitted. When submitting more than one Exhibit/CE session, submit each session as a separate attachment by e-mail or separate documents on diskette.

- I wish to present Exhibit/CE sessions in my exhibitor booth only (\$350 + \$150 for each additional topic)
- I wish to reserve time in the Exhibit/CE classroom to host my Exhibit/CE session(s) and have enclosed payment for the number of time slots I wish to reserve:
- One 30-minute classroom time slot for \$950 + \$350 Exhibits/CE application fee
  - Two 30-minute classroom time slots for \$1900 + \$350 Exhibits/CE application fee (add \$150 for add'l. topic)

Sponsoring Exhibitor \_\_\_\_\_

Contact Person Submitting Application \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## Session Information (session may not be product specific)

1. Session Title (60 characters or less)
2. Sponsoring Technical Exhibitor (exactly as to appear in program)
3. Speaker(s) Name(s) and Credentials (exactly as to appear in program)
4. Presentation Format (lecture, video, poster, hands-on demonstration, etc.)
5. Brief Content Description (250 words or less)
6. Learning Outcomes (2-3 statements beginning with "By the end of the session the participant will be able to ...")
7. Bibliography (2-3 current sources) written in AMA style

**Session information must be submitted by either e-mail or diskette in MS Word format only.** No handwritten or non-computerized session information will be accepted. Include all section headings and content as they appear in 1-7 on this form. **Speaker Profile** may be mailed, e-mailed or faxed. **Application** may be sent by mail, with payment attached or e-mailed with credit card information.

### If submitting session information by diskette:

- A hard copy of the session information MUST accompany the diskette. Each diskette must be labeled with the date, Speaker/Sponsor and Session name(s).

### If submitting session information by e-mail:

Send your e-mail to the attention of: [spkermaterials@aacn.org](mailto:spkermaterials@aacn.org). Put your name or sponsoring exhibitor's name in the subject line. You will receive automatic confirmation of e-mail receipt. This application for Exhibit/CE session(s) and payment of the application fee and/or classroom fee must be received no later than **February 15, 2006**, to be included in the Exhibit/CE section of the *NTI Program and Proceedings* and *NTI Program Planner*. Materials received after this deadline may not be included in the *NTI Program and Proceedings*. However, the Exhibit/CE session title and class code may be featured in the *NTI News*. Please call the Education Department and speak to Bonnie Baker, ext. 537, if you have any questions.

Return application with payment via mail to:  
American Association of Critical-Care Nurses • 101 Columbia • Aliso Viejo, CA 92656  
Attention: Program Development, Exhibit/CE Program  
Submit Session information to: [spkermaterials@aacn.org](mailto:spkermaterials@aacn.org)  
Submit Speaker profile to postal address, e-mail above or fax to 949/448-5598

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# Exhibit/CE Program Guidelines

The Exhibit/CE Program, open to all exhibitors, is designed so that brief educational presentations on topics relevant to critical care nursing practice or patient care issues are presented to attendees in the exhibitors' booths or in the Exhibit/CE classroom on the exhibit floor. Attendees participating in the presentations receive continuing education (CE) credit from AACN. Sessions are 30 minutes in length (including 10 minutes of questions and answers) and learning formats may include lecture or video presentation, poster presentation, self-learning modules via computer assisted instruction, or hands-on demonstration. The application for the Exhibit/CE Program must be completed and returned no later than February 15, 2006, so that program material may be included in the Exhibit/CE section of the *NTI Program and Proceedings* and Program Planner.

## Completion and Submission of Application for Exhibit/CE Program:

The following materials must be submitted to AACN for participation in the Exhibit/CE Program. Materials must be submitted via e-mail or on a diskette in a Windows format (MS Word). If submitting by e-mail, send to [spkermaterials@aacn.org](mailto:spkermaterials@aacn.org). If submitting by diskette, a hard copy of the session must accompany the diskette. Faxed application copies ARE NOT acceptable.

1. Application Fees: A \$350 application fee must accompany the application for the Exhibit/CE Program. The application fee includes one CE session. Additional topics may be submitted for an additional fee of \$150 (each additional unique session). Each Exhibit/CE session must be accompanied by a separate application form. Note the initial application fee is a one-time fee per exhibitor.

1 session	\$350	2 sessions	\$500
3 sessions	\$650	4 sessions	\$800
5 sessions	\$950	6 sessions	\$1100

2. To reserve the Exhibit/CE classroom for up to two 30-minute Exhibit/CE session(s), please check the box located on the application form and submit the \$950 classroom rental fee per session with the \$350 (plus \$150 for each additional accredited topic) Exhibit/CE application fee.
3. Speaker Profile: A completed speaker profile or curriculum vitae from the person(s) presenting the Exhibit/CE session.
4. Session Information: (session may not be product specific)
  - a. Title: The title of the session to be presented.
  - b. Format: Format of the presentation—i.e., lecture, poster session, interactive audio, video, computer-based educational program, or hands-on demonstration.
  - c. Brief Content Description: A synopsis of the purpose and content of the session.
  - d. Learning Outcomes: Two to three objectives that will answer the question: "By the end of the session, the participant will be able to..." Objectives must be stated so that they are observable, achievable and measurable in the time allotted.
  - e. Supporting References: Bibliography with maximum of three current supporting references—AMA Style.
  - f. Speaker contact e-mail.

## Criteria for Acceptance:

All programs must meet AACN's standards for continuing education credit. Acceptable presentations may contain educational concepts that relate to the products or service, but NOT be a promotion of the company's products or services. Reference or content related to specific products, services or equipment will be edited out of the session summary. If the session cannot be edited without compromising the presentation, the entire session will be deleted from the *NTI Program Planner*.

1. The presentation must demonstrate the application of concepts and principles as they relate to critical care nursing practice or patient care issues. Equipment descriptions and procedures must be generic in content and NOT specific to your product or service.
2. Presentations are to be no longer than 30-minute educational sessions (to include 10 minutes of questions and answers) that are presented in the company's assigned exhibit space or in the Exhibit/CE classroom.
3. Speakers must be knowledgeable and able to handle specific technical questions. Speakers must adhere to the 30-minute time frame.

4. The application for the Exhibit/CE program must be received no later than February 15, 2006, so that materials can be reviewed and included in the Exhibit/CE section of the *NTI Program and Proceedings* and Program Planner. Exhibitors that do not submit Exhibit/CE session materials by the specified deadline will be responsible for providing adequate copies of the AACN approved content description, learning outcomes and references, to participants attending their Exhibit/CE session(s).
5. Notification of approval of the Exhibit/CE session(s) will be sent by March 26, 2006.

## Administration:

The Exhibit/CE exhibiting company will provide:

1. Adequate booth space and personnel to provide an acceptable continuing education atmosphere and assure that all activities take place within the confines of the booth space. Exhibit/CE sessions are to be held in a minimum of a 10' x 20' size booth or in the Exhibit/CE classroom.
2. Clearly designated area(s) within the booth where the Exhibit/CE presentations will be held.
3. Posting of scheduled times and class codes for presentations.
4. Adherence to all rules and regulations outlined in the Exhibitor Service Kit regarding booth activities, noise levels and demonstration areas.
5. All AV and presentation equipment.

## AACN will provide:

1. A listing in the *NTI Program Planner* that contains the title, content description, learning outcomes, and bibliography for each Exhibit/CE Program presentation. The *NTI Program Planner* is placed in all participants registration packets and will include Exhibit/CE information only for applications received by February 15, 2006.
2. Exhibit/CE class codes in the *NTI Program and Proceedings* and Program Planner.
3. To those exhibitors that submit their Exhibit/CE materials after the designated deadline date, AACN will provide a listing of their Exhibit/CE session title(s) and class codes in the *NTI News* and on the *NTI Web site*.
4. Distribution and collection of attendee evaluation forms.
5. Continuing education credit and CE certificates to attendees.
6. Evaluation and feedback of the program to exhibitors, upon request.
7. For those exhibitors reserving a designated timeslot in the Exhibit/CE classroom, a 30' x 50' (1500 sq. ft. minimum) modular room with 60 chairs, 1 LCD, 1 screen, 1 podium, 1 table and 1 wired lavalier microphone. All other AV or presentation equipment is the responsibility of the exhibitor.
8. Signage indicating an exhibitor's participation in the Exhibit/CE Program.

## Form Submission:

All Exhibit/CE program forms  
are available online at

[www.aacn.org](http://www.aacn.org) >

Education > Conferences/Exhibits > Corporate Support