

National Teaching Institute 2008 Exhibit CE Session Facts, Guidelines and Application Information

The Exhibit CE Program (EXCE) is open to all exhibitors. The American Association of Critical-Care Nurses (AACN) completes education needs assessments each year to determine the activities which support the goals of our National Teaching Institute's learning objectives. The EXCE program is designed so that brief educational presentations on topics relevant to critical care nursing practice or patient care issues can be presented to attendees in the exhibitors' booths or in the Exhibit CE classroom on the exhibit floor.

Our processes and adherence to quality standards have allowed us to continue to provide this opportunity at our meeting. Due to the current environment and regulations regarding educational activities in proximity to exhibitors, we have instituted specific protocols to assure that AACN can continue to offer this activity to our participants. We appreciate your adherence to these guidelines.

Absolutely no product promotion may be presented during this educational session

Benefits of EXCE

- ❖ Part of AACN's Educational Plan, therefore, attendees participating in the presentations receive continuing education (CNE) credit
- ❖ Accepted presentations contain educational concepts that relate to technology or services, but not a promotion of the company's products or services.
- ❖ EXCE sessions are only 30 minutes in length (including 10 minutes of questions and answers)
- ❖ A diversity in learning formats can be applied and may include lecture or video presentation, poster presentation, self-learning modules via computer assisted instruction, or hands-on demonstration
- ❖ Helps to address your company's educational goals by providing access to a knowledgeable audience and supports AACN's NTI educational plan

Application for Exhibit CE Program

- ❖ The application for the Exhibit CE Program must be completed and returned no later than February 15, 2008, any applications received after that date will not have the program material and information included in the Exhibit CE section of the NTI 2008 Expo Guide.

The application must be submitted to AACN for participation in the Exhibit CE Program.

The Application must be submitted via e-mail in an attached Word document to speaker@aacn.org

Application Fees

A \$500 application fee must accompany the application for the Exhibit CE Program.

- The application fee covers the initial CE session.
- Additional topic subjects may be submitted for an additional fee of \$300.
- The application form must accompany the initial Exhibit CE session.
- Note the initial application fee is a one-time fee per exhibitor.

1 session	\$500	2 sessions	\$800
3 sessions	\$1100	4 sessions	\$1400
5 sessions	\$1700	6 sessions	\$2000

To Reserve the EXCE Classroom

If an exhibitor would like to provide EXCEs but will not have the ability to meet the space and set up requirement - a CE Classroom may be reserved for your educational sessions.

1. To reserve the EXCE classroom, check the box located on the application form and submit the \$950 classroom rental fee per session and the \$500 (plus \$300 for each additional accredited topic) Exhibit CE application fee.

Application Components

1. Fees
2. Speaker Profile: A completed speaker profile or curriculum vitae from the person(s) presenting the Exhibit CE session
3. Session Information:
 - Title: The title of the session to be presented.
 - Speaker(s) name
 - Exhibitor/Sponsor name
 - Format of the presentation–i.e. lecture, poster session, interactive audio, video, computer-based educational program, or hands-on demonstration.
 - Content Description: A synopsis of the purpose and content of the session.
 - Learning Outcomes: Two to three objectives that will answer the question: "At 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.
 - Supporting References: Bibliography with maximum of three current supporting references–AMA Style.

Criteria for Acceptance

All programs must meet AACN's standards for continuing education credit. Acceptable presentations will contain educational concepts that relate to the technology or service, and NOT be a promotion of the company's products or services. All References 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 Expo Guide.

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) which are presented in the company's assigned exhibit space or in the Exhibit CE classroom. Speakers must adhere to the 30-minute time frame.
3. Speakers must be knowledgeable and able to handle specific content and/or technical questions.
4. Exhibitors that do not submit Exhibit CE session materials by the specified deadline will not be included in the printed materials created by AACN. The exhibitor must then be responsible for providing adequate copies of the content description, learning outcomes and references to participants attending their Exhibit CE session(s), **ALL materials MUST be reviewed by AACN and approved by April 1, 2008. No changes to the program printed or source materials may be changed without AACN notification.**
5. Notification of approval of the Exhibit CE session(s) will be sent by March 26, 2008.

If you are accepted for EXCE

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.
2. There is no standing room allowed. Exhibit Personnel must redirect participants.
3. Exhibit CE sessions are to be held in a minimum of a 10'x20' size booth or in the Exhibit CE classroom.
4. Clearly designated area(s) within the booth, for the Exhibit CE presentation, with no visible commercial advertising.

5. Posting of scheduled times for presentations.
6. Adherence to all rules and regulations outlined in the Exhibitor Service Kit regarding booth activities, noise levels and demonstration areas.
7. All AV and presentation equipment.
8. Provide blueprints (renderings w/ elevations of the space planned for EXCE activities to AACN by April 1, 2008.
9. On Sunday May 4, all accepted EXCE exhibitor's point-person for educational activities must be available for a walk-through of their booth's EXCE Space. If the booth has not been completely installed, a rough walk-through will be required. This is to assure that the space meets the ANCC and AACN requirements for educational activities. If any changes are required, AACN will work with the exhibitor to assure compliance. Failure to provide this walkthrough may cancel your EXCE activity.

AACN will provide

1. A listing in the Expo Guide which contains the title, Speaker, Exhibitor/Sponsor, content description, learning outcomes, and bibliography for each Exhibit CE Program presentation. The Exhibit CE contact hours, category and class codes will also be listed in the Expo Guide. The Expo Guide is placed in all participants registration packets and will include Exhibit CE information only for applications received by Feb. 15, 2008.
2. To those exhibitors that submit their Exhibit CE materials after the designated deadline date a listing of their Exhibit CE session title(s) and class codes in the NTI News.
3. Distribution and collection of attendee evaluation forms.
4. Continuing education credit and CE certificates to attendees. No other accredited providers of continuing education may grant CE for this activity.
5. Evaluation and feedback of the program to exhibitors, upon request.
6. For those exhibitors reserving a designated timeslot in the Exhibit CE classroom, a 20'x40' (800 sq. ft. minimum) modular room with 40 chairs, 1 LCD projector, 1 screen, 1 podium, 1 table and 1 wired lavalier microphone. All other AV or presentation equipment is the responsibility of the exhibitor.
7. Signage indicating an exhibitor's participation in the Exhibit CE Program.

Please Note:

The requirements above are applicable to EXCE sessions for continuing nursing credit (CE or CNE).

Exhibitors are also welcome to provide **inservices** (e.g. to promote a product, service or program) using printed, electronic and/or audio materials. For AACN CERP¹ approval, **please inquire at Practice@aacn.org**.

¹CERPs are Continuing Education Recognition Points applicable toward certification renewal

