Meeting Planning Ideas

Below are ideas from volunteer leaders for meeting, planning, and promotion.

Promote your meeting
- Advertise in the local newspapers
- Go to the state department of health web site and search by county of facilities in the area
- Partner with local and state nursing associations
- Advertise to all areas of nursing, not just OR
- Alert government officials of Perioperative Nurse Week
- Include Governor in announcing proclamation for Perioperative Nurses Week
- Plan ahead - Use your ORNurseLink Chapter or State Council group web site

Meeting Planning Ideas
- Get one person/one educator at a meeting
- Use hospital facilitator
- Ask vendor to sponsor food
- Have two committees – one for program and one for refreshments
- Collaborate with other Chapters and State Councils and include vendors
- Collaborate with other nursing organizations to do combined workshops (eg, ER, Endo, cath labs)
- Develop name tags for members to wear at meetings – good for networking and helps nominating committee identify future leaders
- Adopt a local charity for fundraising events
- Invite other nursing specialties when presentation is applicable to them (eg, Anesthesia – PACU, ASPAN; GI – Endoscopy nurses)
- When nonmembers come to your meetings, follow-up with a postcard, email, text, call, etc
- Get industry involved in meetings
- Charge $25 for meeting and give back if they attend
- Meet less times per year
- Have an agenda for all business meetings
- Listen to members
- Hand out reports and post on web
- Do raffle at end of meeting
- Have officers/board members introduce themselves so new and current members know and recognize who they are and who to go to with questions/concerns/issues
- Embrace new people at your meetings
- Have food at meeting
- Make board meetings open to all members
- Meeting format – 6-6:30 pm– dinner/6:30-7:30 pm contact hour education/7:30-8 pm – business meeting. Note: Business before CEs forces meeting to be short and is courteous to speaker
- Education speaker grants from AORN Foundation or industry

Meeting Ideas
- Veterinary schools
- Military schools
- Topic of “Crucial Conversations”
- Teddy Bear Clinic
• Have someone who has built a new department in a facility present/panel discussion/tour (no need to reinvent the wheel)
• Organ donation speaker
• Meet at restaurant with contact hours
• Every other month meet at 5:30pm versus 3:45pm
• Meet at library
• Vendor fair
• Networking
• Think outside the OR box for topics (eg, holistic, aromatherapy, using social media – very big)
• Hands-on workshops (eg, bone, spine, bariatric)
• Road trips to Zoo (very popular)
• Anything that includes families
• Webinars and teleconferences
• Establish relationship with city councils and ask them to visit
• Contact local police department to speak about personal safety issues, such as crime prevention, self-defense, escorts after hours, environmental awareness
• Invite a pathologist and/or forensic nurse to discuss perioperative implications
• Introduction of surgical robotics presentation - contact local facility or manufacturer directly
• Contact industry representatives to assist/conduct presentation – Note: You may need to develop a grant letter addressing why the program is needed, purpose of meeting, and the vision of the meeting (eg, Boston Scientific – Ethicon, HillROM). HillROM will provide facility tour, transport per bus, and provide accommodations (HillROM owns its own hotel).
• CRNA or CRNFA speaker
• Rotate hospital location for meetings
• Joint meeting for day-long conference
• MD presentation by a nurse who works with them using their material, but giving the nursing care perspective
• Conduct a mini QuizBowl
• Combine meeting with local nursing schools
• Shorter meetings
• Give away free gifts (possibly sponsored)
• Hot topic, roundtable discussions
• Provide daycare
• Celebrate new CNORs/CRNFAs
• Make meetings fun so people have a good time
• Conscious sedation workshop – invite diagnostic imaging lead staff
• Independent study online
• Cookie exchange – December
• Holiday meeting – dinner
• Saturday morning brunch
• Multi-Chapter or State Council meeting – one group does facility/one does program

Reasons the younger generation don’t come to meetings
• Need to get home to children or pets
• Business meeting is too long or busy
• Working alternate shifts
• Not feeling welcome at meetings/ignored
• Personality differences
Possible solutions
- Keep business meetings to 30 minutes max
- Switch places – have meeting at different facilities
- Have food – find sponsor to fund foods
- Webinars