



ANNA Conferences Committee

What does the Conferences Committee do?

The Conferences Committee plans, develops, implements, and evaluates continuing nursing education (CNE) activities. The primary focus of the Committee is the National Symposium and the Nephrology Nursing Practice, Management & Leadership Conference. The committee is also responsible for assisting with the planning and developing Webinars.

Are there specific qualifications to be on the committee?

Qualifications for the committee include:

- Full member of ANNA for at least two (2) years.
- Baccalaureate degree with BSN preferred.
- Practice in nephrology nursing for more than two (2) years.
- Current certification in nephrology nursing preferred.

Additional knowledge and skills include:

- Experience in planning CNE activities.
- Knowledge of current nephrology patient care and nephrology nursing issues and trends.
- Knowledge of software and access to computer-facilitated communication for email and word processing.

How long is the commitment for this role?

- Members serve for a 2-year term

How/when does the committee meet?

The committee meets face-to-face 2 times a year (usually January and June) for program planning. Following the face-to-face meeting, planning is completed via scheduled conference calls until planning is completed.

What are the expectations of a committee member?

- Review previous conference evaluations.
- Propose content areas/topics of importance and relevance to nephrology nurses.
- Contribute to discussion about content for each education session.
- Suggest speakers for identified topics.
- Contact, invite and confirm availability of selected speakers.
- Forward completed speaker information forms to the National Office.
- Follow up with speakers as necessary to obtain information for fulfillment of their responsibility as a speaker.
- Review and select submitted proposals and abstracts for presentation at National Symposium.
- Attend the conference – monitor and moderate sessions and serve as resource to attendees as needed.

How much time, in general, is spent on committee work each month?

The time commitment varies, but generally is not more than 1-2 hours per week. However, there are occasional periods when additional time is needed. Reviewing abstract submissions, for example, may take several hours, but is only required two times each year.