**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Committee:** PROGRAM

**Written by:** Unknown

**Date of Initial Approval:** Unknown

**Last Revision by:** Sherry Dowling, CTR

**Revision Dates:** 11/1994, 11/1997,9/2003, 5/2004, 1/2005,11/2005*,* 10/2008, 02/2012, 9/2017

**Date Last Reviewed:**  9/2017

**Appointed by:** President

**Term of Committee:** One (1) year term

**Composition:** Co-Chairs; committee member(s) optional

**Required Reports:** Progress reports for each Board of Directors meeting including special projects and expense report; budget;

*The Indiana Abstract* newsletter article(s)

**POLICIES:**

1. The purpose of the program chairman is to organize and oversee a successful and informative Annual Fall Conference.

**PROCEDURES:**

1. **Term of Office:** One Year (end of fall conference to end of fall conference).
2. **Board of Directors Meetings:**
	1. Chairperson(s) shall attend all meetings of the Board of Directors.
3. **Meeting Location:**
	1. The city location of the ICRA Fall Conference was determined by the ICRA membership two years prior to the conference.
	2. A hotel is secured by the president-elect (president) of that year’s conference.
4. **Fall Conference:**
	1. Attend and receive all program committee information from the previous chairman. If for some reason, the program committee documents are not available to be turned over, make arrangements to receive the information as soon as possible.
	2. Make arrangements to either receive all evaluations or a copy of the final summary within a month after the end of the past conference in order to review and make changes for the upcoming year.
	3. **November/January:**
		1. Review previous evaluations, creating outline with suggestions from membership.
		2. Prepare and present an outline of the conference to the president.
	4. **December/January: At first Board of Directors Meeting:**
		1. Review Hotel Arrangements
		2. Select the Theme or Theme ideas
		3. Present outline and gather other speaker/topic suggestions going over the previous year’s evaluations.
		4. Request approval for the Board of Directors to receive a registration discount for the fall conference. The amount of discount should be determined at the first board meeting.
		5. Request approval for the honorarium amount offered to speakers, and the amount spent for gifts for speakers who are not allowed to receive an honorarium for speaking.
	5. **February/March:**
		1. Contact speakers via phone, e-mail, or through other registrars to secure date/time for conference.
		2. Review with speaker:
			1. Topic of presentation – explain what the registrar wants to know/understand from the presentation
			2. Audience is cancer registrars (not physicians/nurses)
			3. Flight & hotel arrangements – will speaker pay or ICRA reimburse
			4. AV requirements
			5. Honorarium
		3. Once a speaker has accepted send a confirmation letter confirming date, time and topic. At this time also ask for CV and if any special AV equipment will be needed.
		4. Complete outline for workshop, review with President for approval.
		5. Once the final program agenda is planned and approved, share program details with the ICRA Webmaster for submission on the ICRA website.
	6. **April/May:**
		1. Contact the public relations chair regarding vendor/exhibitor participates and their individual needs.
		2. Present completed outline and budget at second Board of Directors meeting (registration fees pay for the meeting, keep this in mind when setting the registration fee and figuring budgets).
		3. Secure registration fee and discuss on-line registration and payment options. Work with treasurer to make on-line payment arrangements as appropriate.
		4. Start preparing annual conference registration flyer
	7. **June/July/August:**
		1. Complete registration flyers, and submit to committee and share with President for final approval.
		2. Make sure to include a disclaimer on the registration form, as well as the ICRA website about refund policies. If a refund is requested for the educational conference the request needs to be submitted to the ICRA Treasurer and provided in writing a minimum of 2 weeks prior to the conference. The treasurer will notify the program chair of any written requests for refund.
		3. Obtain labels from the membership chairperson for mailing members registration flyers, also from the Indiana State Cancer Registry (ISCR), request labels for non-member reporting sources.
		4. Be sure to look at the previous year’s conference attendees and review names to see if any attended the conference and their names aren’t included on the current mailing from the membership chair.
		5. Membership lists may also be obtained from CATRA (Chicago Area Tumor Registrars), CRI (Cancer Registrars of Illinois), SOTRA (Southern Ohio Tumor Registrars), and Louisville, Kentucky Registrars Associations from ICRA members who belong to those associations.

Suggestion: visit the NCRA web site and obtain a current listing of the presidents of neighboring state organizations and email them with conference information to post on their web sites, or to send a broadcast email to their membership. In 2008 Michigan, Illinois, Wisconsin, Ohio and Florida were contacted.

* + 1. Registration flyers should be printed and prepared for mailing by September first (1st).
		2. Contact the webmaster with any updates or changes to the program.
		3. A registration form should be sent to vendors, and speakers.
		4. Prepare and mail request for continuing education (CE) hours from NCRA. CE forms can be found on the NCRA web site (http://www.ncra-usa.org).
	1. **September/October:**
		1. Send second confirmations letters to each speaker, confirming date, time and topic, and confirm their AV equipment needed for their presentation. Also, at this time request a master copy of the speaker handouts for copying and distribution during the program.
		2. Meet with hotel sales and catering staff in person to make final arrangements for:
1. Scheduling of activities, times for meals and breaks
2. Catering (menu selections)
3. Room arrangements, podiums, risers, tables, decorations etc.

d) Audio-visual rental equipment

e) Vendor room arrangements

* + 1. CE hours should be received from NCRA by this time
		2. The committee chair will forward registration checks to the treasurer *on a monthly basis via certified mail.*
		3. At the last board meeting prior to the educational conference
1. Assign members to sit at the registration table, because the

program chairperson may be busy attending to other issues

and not available to man the registration table.

1. Secure ICRA members to introduce speakers, assist with AV

equipment, lights and “five-minute warning” to speakers.

Provide a copy of the speakers CV to the member introducing.

1. Prepare and present first draft budget using hotel rates and last year’s final expense statement. Submit at the final Board of Directors meeting.
2. Develop continuing education certificates and evaluation

forms, and present to the Board of Directors for approval

1. Prepare program agenda for folder (includes time-table, title of presentations, speaker’s name and location, sponsors, and

number of CE hours approved), and present to the Board of Directors for approval.

* 1. **November:**
		1. Notify the treasurer of speakers who will be receiving honorariums. The amount was decided during the first Board of Directors meeting, also if an expense form will be needed.
		2. The nametags, registration lists, and attendance rosters for folders are created. Also make nametags for vendors as well as speakers. Extra nametags should be available in case of walk-ins.
		3. Prepare program folders for each attendee (bring extra for vendors and speakers) to include:
1. Program
2. Handouts
3. Evaluation forms
4. Attendance rosters
5. Any other information (i.e. ACS *Facts and Figures*)
	* 1. Prepare gifts for those speakers who may not receive honorariums.
		2. Prepare thank you notes prior to meeting.
		3. Organize the registration table – daily sign-in sheets, pens, folders, name-tags in alpha order.
		4. Assure ICRA members introduce speakers properly.
		5. Assure those in attendance are comfortable at all times.
		6. Announce the location of breaks, meals, restrooms, and vendor’s room with directions.
		7. Address any issues that may arise during the conference.
		8. Review the hotel invoice closely before paying the bill, preferable with the board member who secured the hotel contract (Past President) and the treasurer.
6. **Following the Conference:**
	1. Send thank you notes to vendors and members who volunteered
	2. Prepare final expense statement for the next year’s Board of Directors
	3. Prepare a final summary of the scores and comments from the evaluation forms, and send to the new program chairperson before the end of the year.
7. **Policy & Procedures**
	1. Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
8. **Tax Exempt Status**

 7.1 Use ICRA tax ID number to avoid sales tax on purchases for ICRA.

Appendix A:

INDIANA CANCER REGISTRARS ASSOCIATION

**(ICRA)**

**Fall Conference Year/Sites/(Theme)**

 **Information**

**SITRA**

## Spring: Columbus

Fall:

1. Spring: Indianapolis

Fall:

1. Spring: Indianapolis

Fall: Evansville “Building Blocks of the Registry”

**ICRA**

## Indianapolis Holiday Inn EastI-70 Fall Workshop (no theme)

1. Indianapolis Sheraton Marten House " A Year of Transition"
2. Indianapolis Holiday Inn-Airport "Innovation and Excellence"
3. Indianapolis Holiday Inn-Union Station ($82) "The Place to Be"
4. Indianapolis Sheraton Marten House ($48) "A Quality Approach to the 90's"
5. Indianapolis Marriott East "Cancer Care: A Point of View"
6. Lafayette Howard Johnson ($64.60) "Education: Invest Now for Your Future"
7. Fort Wayne Marriott ($68) "New Perspectives: New Horizons"
8. Indianapolis Radisson Plaza Hotel ($79) "Outreach, Impact, Excellence"
9. Nashville The Seasons Lodge ($60) "Turning Challenges Into Successes"
10. Indianapolis Holiday Inn Select-Pyramid ($70) "ICRA Vision"
11. Indianapolis Crowne Plaza-Union Stn. ($97) "Keeping Pace with Change"
12. Indianapolis St. Vincent Marten House ($68) "ROADS to Change"
13. Indianapolis Holiday Inn Select-Pyramid ($78) "ICRA: Accepting the Challenge"
14. Indianapolis St. Vincent Marten House ($68) "ICRA: Advancing Into the New Century"
15. Indianapolis Marriott – East 21st Street ($82) "ICRA: Innovation Through Education Into

 the Next Century"

1. Indianapolis Holiday Inn Select-Pyramid ($91) “2001: A Registrar’s Odyssey”
2. Indianapolis Sheraton-Keystone Crossing($105) ”Working With New Technologies”

2003 Indianapolis Holiday Inn Select-Pyramid ($115)“ICRA, 25 Years of Piecing It Together”

\***25th ICRA Anniversary**

2004 Indianapolis St. Vincent Marten House ($75) “ICRA: Improving Cancer Registry

 Improving you”

2005 Indianapolis St. Vincent Marten House ($75) “Learning From the Past to Move into the

 Future”

2006 Indianapolis St. Vincent Marten House “Cancer Registry-Unity of Purpose”

2007 Indianapolis St. Vincent Marten House “A Registrar’s Dreams…The Pathway to

 Success”

2008 Plainfield Primo Banquet Facility ($99) “Celebrating Colorful Changes over 30

 Years”

2009 Plainfield Primo Banquet Facility “Setting the Standard: What you know

 makes the difference.”

2010 Indianapolis Embassy Suites “Planting the Seeds of Change.”

2011 Plainfield Primo Banquet Facility “People, Purpose and Passion the Pathways

 to Success”

2012 Fishers Fishers Conference Center “Our Time to Shine”

2013 Indianapolis Caribbean Cove “35 Years of Learning, Education, Change,

 and Progress”

2014 Indianapolis St. Vincent Marten House “It’s a Wonderful Life”

2015 Indianapolis St. Vincent Marten House “Continuing Our Education, So We Can

 Make a Difference”

2016 Indianapolis St. Vincent Marten House “Connect, Collaborate, Educate”

2017 Indianapolis Primo South Conference Center ($80) “Keys to Success"

($ = Double Room Rate)