

Date: February 10, 2011  
Name of Committee: **Local Planning Committee: University of Florida**  
Committee Chair: Chair – Ann Horgas  
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Board Liaison: Anne Turner-Henson

Local Planning Committee Members (University of Florida):

Ann Horgas (chair), Tina D’Alessandro (student member), Jennifer Elder, Andrea Gregg, Ann Heusinger (student member), Devan Keane (student member), Charlene Krueger, Donna Felber Neff, Laurie Rinfret, Joyce Stechmiller, Tracy Brown Wright, Saunjoo ‘Sunny’ Yoon

**Accomplishments and Activities: Planning for SNRS 2011 Jacksonville, FL**

1. Sponsorships
  - a. Arranged for UFCON to sponsor the 25<sup>th</sup> Anniversary Gala (\$20,000); negotiated with SNRS Board of Directors to set Gold, Silver, and Bronze levels of sponsorship
  - b. Collaborated with Program Committee and SNRS management on sponsorship letter and provided mailing list of Florida nursing programs and magnet hospitals
  - c. Solicited sponsorships for upcoming conference
    - (1.) Tote bags - -
      - (a). arranged for clinical partners (Shands @ UF, Shands Jacksonville, and North Florida/South Georgia VA) to co-sponsor tote bags
      - (b). worked with local agencies to secure logos and funds
      - (c). collaborated with SNRS staff to select tote bag
    - (2.) Symposia - -
      - (a). arranged for UFCON local chapter of Sigma Theta Tau International (Alpha Theta) to sponsor 3 symposia
2. Local Arrangements
  - a. Gala: Worked with 25<sup>th</sup> anniversary committee on planning
    - (1). Entertainment
      - (a). Provided 3 recommendations to SNRS representatives on entertainment options
      - (b). Arranged contract with selected group (The Clique)
      - (c). negotiated on timing and format of entertainment

- (2.) Photographer
  - (a). investigated options and provided information to SNRS Board
  - (b). arranged contract with photographer (UF Media Services)
- (3.) Flowers and decorations
  - (a). investigated options and provided information to SNRS Board
  - (b). made recommendations based on information from the local venue (e.g., additional decorations for podium and stage)
- (4.) Master of Ceremony
  - (a). investigated options and provided information to SNRS Board
  - (b). contacted MC, Charlene Shirk, and finalized arrangements
- b. Governor's Proclamation
  - (1). Collaborated with other LPC members, UFCON Dean, Kathleen Long, development officers, and UF governmental affairs officers to write and negotiate a proclamation declaring February 17, 2011 "Nurse Scientist Day in Florida"
  - (2). New Governor of Florida, Rick Scott, provided signed letter of recognition
  - (3). Arranged for signed letter from Governor to be framed for presentation to SNRS President during welcome session
- c. Local Activities
  - (1). Considered organizing a fun run/walk, but decided to postpone for another year due to all of the additional activities at SNRS this year. In addition, the hotel is located directly on the river walk along the St. Johns River, and it will be easy for conference attendees to walk and to find walking partners.
  - (2). Developed E-Blasts about local arrangements (e.g., travel options, weather) description of local Jacksonville and Florida activities; summarized in e-blast to SNRS membership.
  - (3). Arranged for Jacksonville Chamber of Commerce to have exhibit at the upcoming conference for two-days
- 3. Conference details
  - a. Arranged for UF CON Dean to provide welcome to SNRS attendees at welcome session on Thursday (2/17) and welcome at gala
  - b. Identified and assigned moderators and monitors to sessions.
    - (1.) Arranged for experienced faculty to moderate poster discussion sessions
    - (2). Arranged for student monitors for all sessions
  - c. Arranged for UFCON staff to assist with registration and students to assist with gala