



**INTERNATIONAL FAMILY NURSING ASSOCIATION  
CONFERENCE PLANNING COMMITTEE  
TERMS OF REFERENCE 2024 – 2025 (2-years)**

**Chair/Co-Chairs**

- Cindy Danford | USA
- Sarah Neill | United Kingdom

**Board of Directors Liaison**

- Petra Brysiewicz | South Africa

**Committee Duties and Responsibilities (per the IFNA Bylaws)**

- In consultation with the Board of Directors, the Conference Planning Committee will plan all aspects of the Conference program including call for proposals, review of submissions, organizing the program and speakers.
- In consultation with the Local Planning Committee, the Conference Planning Committee will plan all social activities associated with the conference including banquets, special events, trips and tours.
- Shall be in frequent communication with the Board of Directors or its Board liaison regarding the on-going work of the committee.
- Communicate with the Resource Advancement Committee to ensure coordination of conference sponsorship efforts.
- Communicate with the IFN Foundation, as needed, related to conference support.

**Goals for 2024-2025 (2-years)**

- Appoint the Committee members and Country Liaison Coordinators
- Establish the Host City Local Planning Group.
- Determine the theme for the 17th International Family Nursing Conference.
- Approve a cover for the conference program.
- Finalize a contract with the venue.
- Determine venue/hotel site(s) and process for room/hotel registration and/or the platform for virtual delivery.
- In collaboration with the Treasurer and management company, develop a draft of the conference budget to present to the Board for approval.
- Make a recommendation to the Board for conference objectives, venue, delivery format and conference registration fee structure.
- Set IFNA Conference policies regarding keynote speaker reimbursement for the IFNC17.
- Establish timeline for abstract call and review (date for opening of conference registration and submission deadline, notification of acceptance)
- Identify any special events to be held at IFNC17 (e.g. pre and post optional activities, opening and closing ceremonies, etc.); venue, contracts, deposits, pricing.
- Send “save the date” notices electronically and post on IFNA front page.
- Begin the count-down clock to the IFNC17.
- Identify and invite keynote speakers and confirm their participation.
- Create a draft of the conference program.
- Ensure strategic dissemination of conference related materials.

**Action Plan**

- To accomplish the 2024-2025 goals, the Conference Planning Committee will meet a minimum of once a month. Adjustments to the meeting schedule, and scheduling sub-committee meetings, will be determined on a need basis by the co-chairs.
- The Conference Planning Committee will work closely with the Host City Planning Group in the preliminary work of conference planning (e.g., to finalize a contract with the venue; identify and secure options for accommodations/hotels, catering, technical equipment needed for the conference; identify and arrange special events, and/or contract with virtual conference platform providers as noted above)
- The Conference Planning Committee will work with KME to finalize a contract with the venue; post



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announcements on the website; prepare on-line abstract submission and registration; email “save the date” notices; start the conference countdown clock.

- The Conference Planning Committee will work with the Treasurer to set policies regarding keynote speaker reimbursement and develop drafts of the conference fee structure and conference budget to present to the Board for approval.
- The Conference Planning Committee will solicit applications for pre-conference workshops and expert lectures. The Conference Planning Committee Co-Chairs will determine a process for review and acceptances.
- The Conference Planning Committee will develop conference objectives: identify and invite keynote and special sessions speakers and confirm their participation.
- The Conference Planning Committee will support the Research Committee co-chairs to lead the Call for Abstracts, establish a timeline, launch the call for abstract and review of submissions, and then slating the concurrent sessions portion of the program.
- Liaise with other IFNA Committees as needed that are not represented on the Conference Planning Committee, eg, Communications, Membership, Awards