



**Pediatric Endocrinology Nursing Society (PENS)
Conference Program Planning Committee Volunteer Form**

The PENS Conference Program Planning Committee meets by monthly conference calls. The roles and responsibilities of Conference Program Planning Committee members are as follows:

- Participate in at least 95% of conference calls/meetings
 - lack of participation will result in your removal from the committee
 - conference calls are held monthly and duration is generally 1 hour
- Review the evaluations and comments of past conferences
- Provide information and input on topics, speakers, format, theme, social functions and activities
- Review submissions to the Call for Presentations
- Participate in the discussion for selection of presentations
- Attend and participate in the conference
 - serve as a moderator of one or more sessions, as requested
 - assist with other duties, as requested
- Review evaluations and provide feedback for improvement of offering

Planning Committee members receive complimentary registration to the conference and if approved by the Board in the budget, 2 nights' hotel accommodations. The Board will appoint the Planning Committee for the National Conference in June; appointment is for a one-year term. If you have previously served or are currently serving on the Planning Committee, please complete this form and submit it by the deadline. The Planning Committee will meet at the annual conference; if you are appointed and are unable to attend the meeting, you can participate in this meeting by conference call.

Member Name _____ Credentials _____

Employer _____ Title _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Preferred Email Address _____

Years in pediatric endocrine and/or diabetes nursing ____ Years in PENS ____

Have you ever presented at a national conference? Yes ____ No ____

Do you have experience/knowledge of the process of obtaining continuing education credits (i.e., contact hours)? Yes ____ No ____

What skills/talents would you bring to the PENS Conference Planning Committee? Attach a separate page.

Please check the conference(s) you attended. If none, check here ____

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|----------------------|-----------------------|-------------------------|--|
| Scottsdale, AZ 1991 | San Diego, CA 2001 | Indianapolis, IN 2011 | |
| Boston, MA 1992 | Chicago, IL 2002 | Orlando, FL 2012 | |
| Park City, UT 1993 | Atlanta, GA 2003 | Las Vegas, NV 2013 | |
| Orlando, FL 1994 | Las Vegas, NV 2004 | Louisville, KY 2014 | |
| San Antonio, TX 1995 | New Orleans, LA 2005 | Savannah, GA 2015 | |
| Seattle, WA 1996 | Myrtle Beach, SC 2006 | Denver, CO 2016 | |
| Nashville, TN 1997 | Portland, OR 2007 | Minneapolis, MN 2017 | |
| Albuquerque, NM 1998 | Cincinnati, OH 2008 | Bonita Springs, FL 2018 | |
| St. Louis, MO 1999 | Newport, RI, 2009 | Long Beach, CA 2019 | |
| Norfolk, VA 2000 | Atlanta, GA 2010 | | |

Please submit this form no later than **June 5, 2020**, to: