



**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 \_\_\_\_

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	Virtual 2020	
San Diego, CA 2001	Indianapolis, IN 2011	Virtual 2021	
Chicago, IL 2002	Orlando, FL 2012	Bonita Springs, FL 2022	
Atlanta, GA 2003	Las Vegas, NV 2013	San Antonio, TX 2023	

Please submit this form no later than **February 1, 2023**, to [pens@kellncompany.com](mailto:pens@kellncompany.com).