

Illinois State Council Emergency Nurses Association Event Form

Planner's Information					
Planner's Name (Primary)					
Phone					
Email					
Planning Sub/Committee					
General Event Information					
Event Name					
Event Description					
Event Location	Name				
	Address, City, State, Zip code				
	Phone		Fax		
Target Audience					
Dates	Start 1	End 1	Start 2	End 2	
Times	Start 1	End 1	Start 2	End 2	
Event size	Small:	Half-day course or ENPC, TNCC, CATN		<i>Requires 8 weeks preparation</i>	
	Medium:	One day, SINGLE TRACK ONLY		<i>Requires 10 weeks preparation</i>	
	Large:	Greater than one day or multiple tracks		<i>Requires 12 weeks preparation</i>	
Continuing Education					
	Number of CE's		Awarding Organization		
	CE Statement				
Included Food/Refreshments					
	Continental breakfast		Lunch		Dinner
	Coffee/Refreshments with Break		Snacks with break		Dessert
	Wine and Cheese		Other		

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Registration							
	Online		Start Date		Deadline		
	Mail-In		Mailing Date		Deadline		
	Mail-In Address	Name					
	Address, City, State, Zip code						
	Fax		Fax Number		Deadline		
	On site	<i>Contact Event Coordinator for details.</i>					
Participants			Regular Fee	Early-Bird Fee	Group Fee	On-site Fee	Mail-In Fee
Type	ENA Members		\$	\$	\$	\$	\$
	Non-ENA Members		\$	\$	\$	\$	\$
	Students (ENA Members)		\$	\$	\$	\$	\$
	Students (NSNA Members)		\$	\$	\$	\$	\$
	Students (Non-Member)		\$	\$	\$	\$	\$
Fees Timeline	Early-Bird	Start Date		End Date		Min. # Required	
	Group	Start Date		End Date			
	Regular	Start Date		End Date			
Discounts	Please list names of all people who will have a discounted registration and how much the discount is. We will assign a discount code for each discount.			Please include all committee chairs, event planners, board of directors or anyone else that will have a discounted price.			
Ex:	Name/Amount	Nick Nelson/ Free	Name/Amount				

Illinois State Council Emergency Nurses Association Cvent Event Form

<i>Reservation</i>	Deadline	<input type="text"/>		
	Passkey Code	<input type="text"/>	<i>Contact Cvent Coordinator for details.</i>	
<i>Ammenities (list)</i>	<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>				
<input style="width: 100%;" type="text"/>				
Exhibitors				
	Exhibitor Prospectus	<input type="text"/>	<i>Requires 4 weeks preparation</i>	
	Maximum Number	<input type="text"/>		
	Exhibit Table Size	<input type="text"/>	Number of Chairs	<input type="text"/>
<i>Fees</i>	Table	<input type="text"/>	Additional	<input type="text"/>
	Electrical	<input type="text"/>	Meal	<input type="text"/>
Marketing				
<i>Electronic Only (PREFERRED)</i>				
	E-Invite (included)	<input type="text"/>		<i>Requires 2 weeks preparation</i>
	Save the Date	5x7 Single-Sided	<input type="text"/>	
	Brochure			
		Small:	<input type="text"/>	Double-sided 11 x 8 1/2 bifold or 11 x 17 trifold
		Medium:	<input type="text"/>	2 - 4 pages 11 x 8 1/2
		Large:	<input type="text"/>	> 4 pages 11 x 8 1/2
				<i>Requires 6 weeks preparation</i>
				<i>Requires 8 weeks preparation</i>
	Timeline	<i>Please enter the date when you want the marketing to be launched</i>		
		Save the Date	Release Date	<input type="text"/>
				Production Deadline (see above)
		Brochure	Release Date	<input type="text"/>
				Production Deadline (see above)

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Electronic & Print

E-Invite (included)

[Save the Date](#) (printed in full-color unless otherwise requested)

4x6 Single-Sided	5x7 Single-Sided	<i>Requires 4 weeks preparation</i>
4x6 Double-Sided	5x7 Double-Sided	<i>Requires 5 weeks preparation</i>

[Brochure](#) (printed in full-color unless otherwise requested)

Small:	Double-sided 11x8 1/2 bifold or 11x17 trifold	<i>Requires 5 weeks preparation</i>
Medium:	2 - 4 pages 11x8 1/2	<i>Requires 7 weeks preparation</i>
Large:	> 4 pages 11x8 1/2	<i>Requires 9 weeks preparation</i>

[Timeline](#) *Please enter the date when you want the marketing to be launched*

Save the Date	Release Date		Production Deadline (see above)
Brochure	Release Date		Production Deadline (see above)

Mailing (to be mailed by print company)

IL ENA members

Others (list)

Shipping (to be mailed to one location)

Name

Address, City, State, Zip code

Payment Methods

e.g. Credit, E-check, etc.

Agenda - Single Track

Type	Date	Start Time	End Time	Speaker (if applicable)	Title (if applicable)
<i>Registration</i>					
<i>Breakfast</i>					
<i>Lunch</i>					
<i>Dinner</i>					
<i>Break 1</i>					

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<i>Break 2</i>				
<i>Break 3</i>				
<i>Break 4</i>				
<i>Dessert</i>				
<i>Welcome</i>				
<i>Closing</i>				
<i>Session 1</i>				
<i>Session 2</i>				
<i>Session 3</i>				
<i>Session 4</i>				
<i>Session 5</i>				
<i>Session 6</i>				
<i>Session 7</i>				
<i>Session 8</i>				
<i>Session 9</i>				
<i>Session 10</i>				
<i>Other 1</i>				
<i>Other 2</i>				
<i>Other 3</i>				
<i>Other 4</i>				
<i>Other 5</i>				

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Speaker/Presentation Details - Single Track

<i>Session 1</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Session 2</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Session 3</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Session 4</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Session 5</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Session 6</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	

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	Presentation Title						
	Presentation Description (1-3 sentences)						
<i>Session 7</i>	Speaker Name				Speaker's Credentials		
	Speaker Title				Speaker's Organization		
	Presentation Title						
	Presentation Description (1-3 sentences)						
<i>Session 8</i>	Speaker Name				Speaker's Credentials		
	Speaker Title				Speaker's Organization		
	Presentation Title						
	Presentation Description (1-3 sentences)						
<i>Session 9</i>	Speaker Name				Speaker's Credentials		
	Speaker Title				Speaker's Organization		
	Presentation Title						
	Presentation Description (1-3 sentences)						
<i>Session 10</i>	Speaker Name				Speaker's Credentials		
	Speaker Title				Speaker's Organization		
	Presentation Title						
	Presentation Description (1-3 sentences)						

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Agenda - Multiple Tracks

Type	Date	Start Time	End Time	Speaker (if applicable)	Title (if applicable)
<i>Registration</i>					
<i>Breakfast</i>					
<i>Lunch</i>					
<i>Dinner</i>					
<i>Break 1</i>					
<i>Break 2</i>					
<i>Break 3</i>					
<i>Break 4</i>					
<i>Dessert</i>					
<i>Welcome</i>					
<i>Closing</i>					
<i>Track 1 Session1</i>					

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<i>Track 1 Session 2</i>				
<i>Track 1 Session 3</i>				
<i>Track 1 Session 4</i>				
<i>Track 2 Session 1</i>				
<i>Track 2 Session 2</i>				
<i>Track 2 Session 3</i>				
<i>Track 2 Session 4</i>				
<i>Track 3 Session 1</i>				
<i>Track 3 Session 2</i>				
<i>Track 3 Session 3</i>				
<i>Track 3 Session 4</i>				
<i>Other 1</i>				
<i>Other 2</i>				
<i>Other 3</i>				
<i>Other 4</i>				
<i>Other 5</i>				

Speaker/Presentation Details - Multiple Track

<i>Track 1 Session 1</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			

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<i>Track 1 Session 2</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 1 Session 3</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 1 Session 4</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 2 Session 1</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 2 Session 2</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			

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	Presentation Description (1-3 sentences)			
<i>Track 2 Session 3</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 2 Session 4</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 3 Session 1</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 3 Session 2</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	
	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 3 Session 3</i>	Speaker Name		Speaker's Credentials	
	Speaker Title		Speaker's Organization	

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	Presentation Title			
	Presentation Description (1-3 sentences)			
<i>Track 3 Session 4</i>				
	Speaker Name			Speaker's Credentials
	Speaker Title			Speaker's Organization
	Presentation Title			
	Presentation Description (1-3 sentences)			