

2010 Congress Orientation Guide



On Your Way to Congress?

*Read this Orientation Guide and
Make the Most of Your Experience!*

Congress Orientation Guide

This information has been prepared with the first time Congress attendee in mind. The Membership Committee, with input from various chapter members, has compiled some tried-and-true tips for you. These tips will make your life a little easier and help make your Congress spectacular!

Starting Out:

- **Attendee bag:** Each attendee will receive a Congress Attendee Bag with a lot of important Congress material. Some of the important items that will assist you throughout the week include the following.
 - *Congress Program and Exhibit Guide:* A per day schedule of all Congress events, topics of education session, times, and locations, along with all the information you need to know about the exhibiting companies, where they are located on the exhibit floor, and a detailed map of the entire floor.
 - *Congress Resource:* Important Congress education information, including poster titles, speaker information, AORN Board and Committee information, and education tracks.
- **Name badge:** Your name badge is your most important identifier.
 - *Inside the convention center,* you will need to wear your name badge everywhere to be admitted. You will also need your name badge to board the shuttle busses.
 - *Outside the convention center,* for security purposes, **do not wear your AORN badge outside the convention center!** We don't want people to know you're from out of town.
 - *Blue name badges* – Blue name badges mean that the person wearing it is a manager. There are special events at Congress that are only for managers. If you are a manager, but you do not have a blue badge, stop by the Registration Counter to obtain a new managers badge.
 - *What do you do if you lose your badge?* If you happen to misplace your name badge, simply go to the Registration Counter at Congress and they will be happy to replace your badge.
- **Registration:**
 - **Pre-registration:** If you registered for Congress early, you will receive your registration material (badge, scan card, etc) in the mail. Be sure to check your information carefully to verify that it is correct (blue name badge for manager, Delegate if you are a delegate, etc). Don't forget to bring it with you to Congress. If you have changes to your registration, go to the Registration Counter at Congress.
 - **On-site Registration:** Head directly to the Registration Counter and they will take care of you.
- **Ribbons:** In your packet, you will receive a list of ribbons for which you are eligible. Examples are Foundation Contributor, CNOR, etc. Take the list to the Ribbon Counter. Be sure to pick up a First Time Congress ribbon, if this is your first Congress. This helps identify you as a first time attendee and gives you total authority to ask for help at any time.

Education

AORN Congress is a great opportunity to see nationally-known speakers, receive contact hours (CEs) for your continuing education, and learn new information to expand your knowledge base.

- **Congress Resources** – This is your guide to all Congress education sessions. There are various tracks to choose from for education (leadership, clinical, etc). Review them and determine if they're right for your educational needs – Don't forget...you may attend any track you wish or switch tracks at any time.
- **Contact hour verification** -
 - Keep track of your education sessions. They will need to be recorded either via hard copy on site or by Internet.
 - Some on-site computers can do all things (contact hours and email), but they are limited.
 - Remember...you can do the CE verification online when you return home or from your hotel room, as well as on the computers provided at Congress.
- **General Sessions** – These educational sessions take place in the main arena, have highly recognized speakers, and are a topic of interest to everyone. Arrive extra early if you want a good seat.
- **Handouts** – Print the handouts for the sessions you're attending before you leave for Congress, but don't panic if you forget. Most of the handouts will be available online after Congress (for those speakers who allow this).
- **Hot Topic Sessions** – The topics for these sessions are determined closer to Congress and revolve around hot/current issues that everyone is dealing with in their profession. These sessions fill up fast so **arrive** early!
- **Opening Session** – Opening Session is a celebration of perioperative nursing and all that AORN and AORN members have accomplished in the past year. It's exciting and inspirational! The celebration begins with a processional of distinguished AORN members (Board of Directors, past Presidents, National committee and task force chairs, specialty assembly chairs, chapter presidents, state council chairs, and active AORN military members). All 2010 Individual Awards, including the Award for Excellence in Perioperative Nursing, will be presented at Opening. AORN President Patrick Voight will give his presidential remarks and highlight exciting events occurring throughout the week. All First Time Congress Attendees are invited to sit in special reserved seating during Opening Session. Please look for AORN staff and volunteers holding 'VIP Seating' signs. Arrive early! Opening Session is on Sunday afternoon, March 14, from 3-4:30 PM!
- **Perioperative QuizBowl: Evidence-Based Practice** - This action-packed session will have a game-show atmosphere with content unique to perioperative nursing. This General Session engages the audience and enhances everyone's knowledge base. Chapter Awards and Writers Contest Awards will be presented throughout the QuizBowl session.
- **Recordings** - Select General and Concurrent Sessions will be taped and audio recorded. All sessions with speaker permission will be audio recorded. These DVDs and CDs are available at Congress to purchase for a special price.
- **Repeat Sessions** - Note that the "R" next to a session # means Repeat. So, if you find a session you want to attend and it has an R by it, there will be another session (same content) at another time that might better fit your schedule.
- **Session Assistant/Moderator** - Consider volunteering to be a session assistant or moderator. You'll still receive your CEs, but you could also help with traffic (Session Assistant) or introduce a speaker (Moderator).

Poster Displays

Posters are an effective method of communicating timely and original work in a public forum. They represent ideas in a graphical format, are interactive, and facilitate productive discussion between poster authors and interested colleagues in the perioperative profession. Research/Evidence-Based and Clinical Improvement/Innovation poster displays will be available for daily viewing during the following times at the 2010 Congress.

Saturday, March 13: 12–5 PM

Sunday, March 14 through Wednesday, March 17: 7 AM-5 PM

Thursday, March 18: 7 AM-12 PM

- **Meet the Poster Authors** – Poster authors are asked to be at their posters on Monday, March 15, from 11:30 AM–1 PM to answer questions from attendees. If you would like to participate in this, schedule your time accordingly.
- **Poster categories** – There are three main poster categories: Research, Evidence-Based, and Clinical Improvement/Innovation. The Clinical Improvement posters are sub-divided into categories, such as ambulatory, clinical practice, education, infection prevention, informatics, leadership/management, patient safety, pediatric, performance improvement/quality improvement/patient outcomes, recruitment & retention, staff development, and workplace safety. There is a new category for 2010, which will have posters that focus on best practices for care of the geriatric patient undergoing surgery or invasive procedures.
- **Poster Contact Hours** – Poster sessions are typically worth 1.0 contact hours (CE) each. The total number of CEs available for posters is dependent on the number of poster sessions that will be identified by mid-January. Exact available CEs will be published on aorncongress.org, and in the *Congress Program and Exhibit Guide* and *Congress Resources Book*, which are provided in your attendee bag. To earn CEs for the posters, you need to review and evaluate them in identified groups (not individual posters). Specific instructions will be posted near the poster viewing area and also in the *Congress Resources Book*.
- **Poster Location** – The posters will be located in the Grand Concourse near the “600” meeting rooms.
- **View posters on your own** – You are welcome to view the posters during any of the times shown above. You do not have to view them all at once - you can come back as many times as you want during the week.

Exhibit Floor

The Exhibit Floor at Congress, with approximately 700 vendors, may be a bit overwhelming when you first arrive. Here's some information to better explain the wonder of the AORN Exhibit Floor. Did you know that AORN uses about the same amount of space for exhibits as it does education (the Exhibit Hall spans approximately 450,000 square feet, all on one level)? Did you know AORN's "Trade Show" is one of the top 200 Trade Shows in the US (last year, AORN ranked 143 out of 200!)?

- **Always bring your scan card** – Vendors will ask you for your scan card. This gives them your contact information.
- **Avoid the rush** (*if you want to*) – You can be a part of or watch the swarm of people in front of the Exhibit Hall entrance when it opens with the ribbon cutting ceremony. Or, if you wait about an hour after ribbon cutting, things slow down and it's not as hectic.
- **Be respectful of vendors** – Be respectful and courteous to the vendors. Always remember...Congress would not happen without their support!
- **Bring pre-printed labels** (name, address, work place, email, contact phone #) **or business cards** to hand to vendors, especially if you really WANT them to contact you! You can also use them to enter for door prizes.
- **Contact Hours on the floor** – There are two types of contact hours on the exhibit floor.
 - Self study – book or handout
 - Presentations –you will see a live presentation to receive the contact hours. You usually receive a booklet with an answer sheet that you must complete before you leave that exhibit.

All contact hours on the exhibit floor are driven by Pfiedler, not AORN. You can get to their web site from the AORN education website to verify your contact hours.

- **Do not exclude your mailing address or email from the vendor mailings your first year** - Vendors often want your opinion and may invite you to a focus group meeting/breakfast/happy hour/etc. This is a great networking opportunity, plus there may be food or gifts. If you exclude your name from these mailings, you may not have the opportunity to participate.
- **Don't miss the Monday night Opening Exhibit Reception, March 15, from 6-8 PM** - After Monday's general session, head straight to the Exhibit Hall Opening Reception to preview and plan your exhibit hall experience. Use our new integrated itinerary planner and map system that features exhibitors, education sessions, and more! Mingle with colleagues and industry representatives as you enjoy drinks, hors d'oeuvres, and entertainment at this exciting new kick-off event.
- **Encourage recommendations** – If you're looking for something specific, but can't find it, ask one of the vendors. It may not be a product they carry, but they probably know someone who does.
- **Find out if your local representatives will be there** - If they are, be sure to visit and thank them for all their support of AORN.
- **Map of the exhibit floor** – Before heading to the Exhibit Hall, take a few minutes, look at the map, and scope out the places you want to go first.
- **MyAORNCongress:** With this interactive website, all AORN members can create their own accounts to mark favorites, request information from exhibitors, and (if you are building a case to attend Congress to present to your directors) to build a Congress plan featuring all of the intensives, education sessions, product research, posters, and events that would be beneficial to your professional education and development. Create your free accounts today at <http://myaorncongress2010.bdmetrics.com>.
- **Prioritize** - Look through the Congress Program and Exhibit Guide and choose 15-20 booths that you want to visit. Stop by the ones that are important to you first. If contact hours are your main focus, concentrate on acquiring the educational handouts first, as they go quickly and may run out. Also, put the vendor postcards that you will receive in numeric order (look for the booth number on the postcard) for easy locating on the exhibit floor.
- **Start at one end of the exhibit hall and work your way to the other** - 450,000 square feet is a lot of ground to cover. Don't feel you have to cover everything in one day.

Delegate Information

Being selected to represent your chapter as a delegate or alternate is both an honor and a responsibility. The following provides information about your responsibilities and suggestions for meeting your responsibilities. It is imperative that each delegate and alternate be familiar with the issues being discussed. Before Congress, the Forum and House agendas can be found in the January Pre-Congress *Journal*.

- **2010 Congress Delegate/Alternate Required Activities –**
 - Sunday, March 14 - Candidates Forum (10 AM-12:30 PM)
 - Tuesday, March 16 - First House of Delegates (3:30-5 PM)
 - Wednesday, March 17 - Forum (8-9:30 AM)
 - Thursday, March 18 - Voting (7-10 AM)
 - Thursday, March 18 - Second House of Delegates (12:30-2:30 PM)

Wear your name badge to all business meetings and when voting. Arrive 15 minutes early when attending all business sessions and special delegate activities.

- **Delegate tips** – Be on time and turn off cell phones/pagers/blackberries.
- **Forum** – In this Association business meeting, all members have the opportunity to listen and discuss issues informally. No decisions are made during this session; however, the Forum often helps form opinions on topics requiring decisions at the House of Delegates. There is no designated seating during the Forum.
- **House of Delegates** – These are sessions where Association leaders discuss business and delegates vote on issues. Delegates are seated by state in the “Delegate Section” at both Houses’. Each chapter delegate chair checks to be sure all delegates are seated and reports the total delegates seated to the state reporter for roll call of the state. Roll call is performed at the First House of Delegates to determine if there is a quorum (ie, enough delegates to do business). Roll call may also be taken at the Second House.
Notes: Alternate delegates do not sit in the same section as delegates. There will be a special section designated for Alternates. **Also...never leave the House when a vote is in session.**
- **Name Badge** - Check your badge when you receive it, either in the mail or at Congress. If it says “Delegate,” you are registered as a delegate. If it says “Member,” and you are a delegate, you and your delegate chair will need to come to the Delegate Counter at Congress to have it changed.
- **Speaking on the floor** - If you wish to speak at the Forum or either House of Delegates, there are microphones disbursed throughout the floor. Simply step up and select the appropriate colored button on the microphone when requesting recognition from the chair to speak.
 - **Green** is used when you speak in favor of an issue.
 - **Red** is used when you speak in opposition of an issue.
 - **Yellow** is used for inquiry or point of order.

When you are recognized by your microphone number, begin your remarks with, “President Voight, my name is...and I am speaking on behalf of (myself, Chapter X). I speak (in favor of, against, wish to ask a question, give input)...then give your reason. (**Note:** It will help if you have something written down to use as a guide.)

Remember...only delegates may introduce motions and vote, but ALL members have the right to speak.

- **Voting** – On Thursday morning, March 18, from 7-10 AM, you have the privilege to vote for the new leadership of your Association. Be sure to bring your delegate name badge and scan card to gain access to the polling area. Campaigning for candidates is confined to oral discussion only.
Note: At the Second House of Delegates (and possibly the First House), Delegates will vote on issues using hand-held electronic voting devices – one vote per device.

Miscellaneous Tips and Tricks

Don't miss these events...

- Opening Session and Individual Awards – Sunday, March 14 – 3-4:30 PM
- Congress Orientation – Sunday, March 14 – 8-9:30 AM or 1-2 PM
- Jerry G. Peers Lectureship – Monday, March 15 – 4:45-6 PM
- Opening Exhibits Reception – Monday, March 15 – 6-8 PM
- Perioperative QuizBowl: Evidence-Based and Chapter/Writer's Contest Awards – Wednesday, March 17 – 3:30-5:30 PM
- Closing Session and Staff Award – Thursday, March 18 – 4-5 PM
- State Council and Specialty Assembly meetings (see *Congress Program and Exhibit Guide*)

Don't miss these places and things...

- **Competency and Credentialing Institute (CCI) Certification Oasis Lounge** – The Oasis Lounge is available exclusively to CNORs and CRNFAs. It is a special place to network with colleagues, check email, receive complimentary massages, and enjoy complimentary coffee and tea throughout the day, along with a mid-afternoon snack. The Oasis Lounge will be open Monday through Wednesday, March 15 to March 17 in Room 405 at the Colorado Convention Center.
- **Congress News** – the daily Congress publication. Check it out online too, for a review of the events that have taken place.

Congress on a budget

- Bring Granola bars, water bottle, and snacks or go to the local convenience store to stock up.
- Go to events that serve breakfast/food – vendor events usually do.
- Bring some zip lock bags with you to carry food and other items.

Tips...

- **Attire** –
 - Bring a light jacket/sweater, as the education rooms are generally a bit cool.
 - Dress in layers as the temperature in the convention center may fluctuate.
 - Wear comfy shoes and dress professionally (no shorts, flip flops, etc).
- **Bring a few address labels** and stick them on your *Congress Program and Exhibit Guide*, *Congress Resources*, or any other important material you don't want to lose. If you leave them somewhere and the item has your name on it, the person who found it will more than likely turn it in at the Registration or Delegate Counters.
- **Buses** – Busses are numbered. Double check that you are on the correct hotel bus. All buses board in the same area and it can be confusing. If you want to go to the location of a hotel other than your own (for restaurants or shopping), you may board any of the AORN busses. Check the bus schedule, so you arrive back at the convention center in time to catch your bus back to your own hotel.
- **Drink lots of water** – Denver is 5,280 feet above sea level and the sun is very intense. Keep hydrated! Bring a bottle of water or reusable water bottle.
- **Email stations** – Computers are available but come with a time limit. There is an Internet Café this year where up to 100 attendees will be able to wirelessly connect for free – this is only in a certain part of the Center, Lobby D. Other wireless options are available for a small fee. Check your Congress Program and Exhibit Guide for details, but **bring your lap top with you**.
- **If you want it/buy it right away** - If you find something at the Bookstore or at a fundraising table, buy it! Inventory for items is limited, so it may not be there the next time you stop by.
- **Know your surroundings** - Review the list of health care facilities around your hotel and the convention center. Be prepared!

- **Mail Home Service** – Located near the Bookstore, the Mail Home Service is a place where you can purchase a mailing box. The box remains at the convention center, so you can add items to it during the day/week, and the last day of Congress it will be mailed to your home (or office) – no overweight suitcases! While at the exhibits, you may be given pens, notepads, or whatever, and it’s fun to take these trinkets home to your OR and share with your colleagues. Purchase a box, empty your bags frequently, and take advantage of no sore back or shoulders!
- **Schedule meals** - Put meal times in your schedule – you need to eat.
- **Secure your personal items:** You may want to secure your purse/personal belongings in your hotel and bring just the essentials for the day with you to the convention center. A small case for money and ID may be all you will need and you can easily stash it in your tote bag for the day.
- **Special needs** - If you have special needs, scooters are available. Call ahead and they’ll be waiting for you when you get to Congress.
- **You don’t have to eat alone:** When it comes time to eat, don’t be afraid to invite someone to sit with you at a table or ask if you can join a group. AORN members are a very friendly bunch and this is a great time to network and make new friends.
- **Volunteer:** An easy way to do this is to pick a session you want to attend and volunteer to be a session assistant where you help direct traffic in and out of the session rooms.

Expert advice:

- **Don’t leave home without...**
 - **Extra tote bag:** Even though we receive tote bags at each Congress (and they are great), it is sometimes confusing because there are literally thousands of nurses running around and sitting next to each other with the exact same bag! Because of this, I like to bring a different tote bag from home so that I can easily spot my bag from someone else’s and then use my new bag at home or at a future conference (where it will be different from everyone else’s). Plus, they make GREAT grocery bags that you can leave in your car as you go GREEN! *Jackie McVittie*
 - **Scarf:** If you are using the tote bag given out with all the Congress material, tie a fun scarf to yours to help identify it as your own. *Marcie Jannetti*
 - **Camera:** As our chapter’s historian, I have been toting a camera at Congress for many years. Now with digital, it’s a great way to record your chapter’s history because cameras are compact and many people have them. Especially if you attend different functions, you can share your photos with your colleagues at Congress, as well as sharing with your chapter members who were unable to go, so that they feel included. *Jackie McVittie*
 - **Comfy shoes:** For me, I was TOTALLY unprepared for the amount of walking I would be doing at Congress, so that’s one thing I wish I had known and packed footwear accordingly. *Jackie McVittie*
 - **Snacks:** Some conference centers are located near a lot of restaurants within walking distance for lunch, but some are fairly isolated and the options close are quite expensive. And...once again, you have thousands of people who may be taking their lunch break at the same time you are. If you are like me **and need to eat...** you may want to consider bringing some ‘snacky’ foods with you to hold you over until your next meal. *Jackie McVittie*