

Organising a Paediatric Nursing Associations of Europe meeting - General Information and guidelines

Period of the year when PNAE meetings are held:

Usually the meetings are held at the beginning of March and the beginning of November. These months might vary in the years that a PNAE Congress takes place (For example in 2013 we meet in June instead of March because we meet in June for the PNAE Congress. The same will happen in 2015 when the Congress will be held in Italy).

Day of PNAE meeting:

The meetings are always held on a Friday. (Reason: flights are often cheaper at the weekends). The hospital visits are always planned prior to the meeting i.e. on the Thursday afternoon.

Tasks for the Local organising committee:

Plan at least one year ahead of time (if possible), discuss whether your country is able to host a PNAE meeting (if feasible) and announce this either during a PNAE meeting or let the co-ordinator of PNAE know.

Let the PNAE co-ordinator know the date at least one year ahead of the meeting.

Logistics:

1. When the PNAE meeting date is set, organise a location and reserve the room where the meeting will be held.
2. It's important that the facility has a beamer (projector), computer and that the room can seat 25 to 30 people.
3. The meeting usually starts around 9.30 am until 4 pm.

Note: The location should be central so it is easy for people to find (if possible).

Tip: To keep the costs low, you may wish to try to organise the meeting at the college, school of nursing, hospital or in the building of the nursing association that you are a member of.

4. Six months before the meeting is to be held, start looking for a few hotels that are not too expensive and are not too far from the vicinity where the meeting will take place.
5. Try to find a hotel where they will give a discount if you tell them a group is coming to visit.

6. It's usually where the local committee meets the PNAE members before visiting the hospital the day before the meeting. Ask for a discount for 3 to 5 days as most people will arrive on a Wednesday prior to the meeting in order to visit the hospital and will stay until the weekend to get a cheap flight home.
7. When you have found a few hotels you can send the details to the PNAE co-ordinator so that those planning to attend can then book their own accommodation to meet their needs and requirements.
8. It's nice to send the information about the accommodation and travel details to the co-ordinator at least 3 months prior to the meeting.

Visit of PNAE members to the local hospital

1. Contact the (Paediatric) hospital in the vicinity and discuss the possibility for PNAE members to visit the hospital, Paediatric wards and neonatal unit.
2. Set the date and time with the hospital.
3. Discuss with the management of the hospital what they would like to show and tell about their hospital and organise who can and wants to get involved in the visit and who is willing to receive the guests.
4. It's nice if the people involved can give general information on the way the Paediatric hospital is organised (type of wards, specialist areas, amount of beds, amount of in and out patients each year, organisation of staff etc.)
5. Set up a programme together with the hospital staff.

About your city

1. Usually the local organising committee will think of something nice to show the PNAE members their city.
2. This can be a simple event that does not have to cost a lot of/any money. It can be a walking tour by a member of the team, a boat trip or anything that is special and authentic to your city/country.
3. It's nice to find a place where all the attending members can have dinner together.
4. Some countries invite their local members to the dinner, as well so they get a chance to meet with the PNAE colleagues from other countries.
5. Some local organising committees will have the funds to pay for the dinner. If there are no funds it's not a problem. There is no obligation to pay for all the members attending the dinner. In that case every PNAE member who joins for dinner will pay for their own meal. Just let the co-ordinator know in advance.

6. Usually the above is planned on the same day the members visit the hospital. People prefer this because sometimes members have to go home right after the meeting.
7. If not possible it can be organised for after the meeting on the Friday.

Tip: If you have to find a place for a large group you might have to make reservations. Don't hesitate to ask the co-ordinator to ask members to respond to you to advise whether they want to go to the dinner. Just make sure you give a name and email address where the response should be sent to.

June 2013