



**You provide the people and the place,
Pioneer Network provides the program!**

Ideas for creating an in-house conference experience for your team.

- **Sign-up** to participate in the Pioneer Network June 16 symposium under the Organizational Rate.
- **Find a large meeting space** in your community that supports gathering together while following current guidance for safe gatherings.
 - Be sure you have a computer, large screen TV and/or a LCD projector.
 - Ideal set-up for the room is with round tables to support interaction by attendees.
- **Send out invitations** – the number will be based on what you can safely accommodate.
 - Who to invite? Staff, residents, family members, board members, ...
 - Consider if attendees will be there for the entire day, or if you want to rotate people in for different sessions.
- **Create a festive, conference atmosphere in the room**
 - Decorate with balloons
 - Have displays – in-house vendor booths – around the room (or invite your vendors to participate with you!)
 - Provide snacks and perhaps lunch
 - Provide pens / tablets on tables for attendees
- **Offer CEs.** Pioneer Network has worked with CE providers on a process to support participation in the symposium through your in-house conference.
 - Identify a room moderator
 - Use the approved sign-in sheet to record attendance
 - Following the event, scan a copy of the attendance sheet and submit it to Joan.devine@pioneernetwork.net
- **Learn, engage, explore and have fun!!**