

Date: \_\_\_\_\_

## Agreement for Hosting CIOCNS Business/Dinner Meeting

Dear \_\_\_\_\_,

Thank you for taking the opportunity to host our upcoming business/ dinner meeting for CIOCNS on

**Wednesday, \_\_\_\_\_.**

As a hosting hospital/organization, you will:

1. be responsible for confirming a vendor to support the dinner and a speaker for the evening
2. create a flyer with details for the evening and send to the President of CIOCNS 2 weeks prior to the date above
3. be responsible for location selection. The location must have a private dining room or area away from noise that is conducive for a speaker and presentation. The location should have the ability to display a presentation, should the speaker need this feature
4. coordinate with the vendor the details of the evening to include but not limited to: food/drink selection and flow of dinner service during the presentation

As President of CIOCNS, I will:

1. create the registration link using Doodle or the like
2. email your flyer to the membership
3. conduct the opening of the meeting with business at 5:30pm, followed by introduction of you the vendor and your speaker(s) at 6:30p

### CIOCNS Business/Dinner Meeting Agenda:

5:00pm Networking

5:30pm Business Meeting

6:30pm Speaker and Dinner

Thank-you for your support in hosting our business/dinner meeting, Kerista Hansell –President CIOCNS



Central Indiana Organization  
of Clinical Nurse Specialists