

## Lunch 'n Learn Guidelines

### Number of Chairs & Speakers, guideline

- Chair = 1 Chair. In special circumstances 2 Chairs may be allowed.  
Request to be confirmed in writing by Dan Morin.
- Speakers = 2 speaker maximum, or 3 with Chair

### Course Write-Up

Please use the course write-up template provided. Congress registration opens in February 2016, please try to ensure a write-up (even if draft) is provided by **January 25, 2016**.

### Course Notes

- To have your course notes included in the CNSF Congress Website and available to Congress Delegates, please submit them before **May 1, 2016**.
- The CNSF does not provide hard copies nor does the CNSF provide photocopying services onsite.

### Evaluation & Audit

The CNSF will create the Lunch 'n Learn evaluation form to be distributed electronically at the 2016 Congress. In addition, a CNSF physician auditor will participate in the course to ensure the Lunch 'n Learn policy is adhered to, specifically evaluating that your session was educational and not promotional in nature. Sample of the evaluation form will be provided prior to the Congress.

### Advertising & Signage

- Provided by sponsoring organization  
Lunch 'n Learn presented by (insert organization name or logo).  
Course Title.  
Date, Time, Location
- If sending invitations to YOUR key contacts, advertising to include that registration is required for the DAY of your Lunch 'n Learn within the Congress. <http://congress.cnsfederation.org>
- Contact Dan Morin: [dan-morin@cnsfederation.org](mailto:dan-morin@cnsfederation.org) for additional details.

### Registration Fees

- The sponsoring organization is responsible for the speaking fees of its Chairs and Speakers.
- If speakers are only participating at the Lunch 'n Learn they DO NOT need to register and DO NOT go to registration desk. They go straight to the room they are speaking in. Please indicate the speakers attending for your Lunch 'n Learn course only on the Chair & Speaker form provided.
- If speakers are interested in attending other courses the day they are speaking, or interested in staying for the entire Congress, regular registration fees apply: Details on how to register will be provided at a later date.
- Please note that to participate in Courses at the Congress, as a delegate, Name Badges are required.
- Sponsor staff (up to 2) may attend the Lunch 'n Learn ONLY for free. Please provide the names of 2 staff at time of submission of Chair and Speaker names. Sponsor staff DO NOT have access to other courses throughout the day. To access courses during the day will require the purchase of a Congress One-Day or Full registration.

### Hotel Accommodations

- The sponsoring organization is responsible for booking accommodations for the Chair, speakers, and their staff. Book early as rooms sell out. We have a small block at the Frontenac and the Hilton is our host hotel. Details on how to book will be provided at a later date.

**Room Logistics**

- The CNSF strongly encourages, wherever possible, that organizers have/serve their lunch in the room their session is in to minimize confusion of delegates not attending that session. Though this may reduce the total capacity for attendance in the room it will provide Congress delegates and your Congress Management Team with a smoother transition between sessions.
- If sponsoring organization wishes to record the session, approvals must be obtained from speakers and the CNSF and provided to Dan Morin

**Onsite Costs**

<b>Costs Covered by CNSF</b>	<b>Costs Covered by Organization</b>
<ul style="list-style-type: none"> <li>• 1 Room</li> <li>• Standard AV which includes: Laptop, LCD projector &amp; Screen, Laser pointer, Microphone, Speakers for sound</li> </ul>	<ul style="list-style-type: none"> <li>• AV above the standard AV package</li> <li>• Food &amp; Beverage</li> <li>• Breakout or lunch rooms</li> <li>• 24 hour access to room (if available)</li> <li>• Speaker costs</li> <li>• Other costs not mentioned.</li> </ul>