

POLICY AND PROCEDURES MANUAL



The
Fertility Society
of Australia



Fertility Nurses
of
Australasia



Table of Contents

Background	4
Mission and Goals	5
Mission	5
Goals	5
Activities	6
Education	6
Local meetings	6
National mid-year Meeting	6
National FSANZ Conference meeting	6
Constitution	6
Membership	7
Election of Executive	7
Composition	7
Executive	7
Chairperson	7
Post chair / Chair elect alternate years	7
Secretary	7
Treasurer	7
RTAC Representative	7
FSANZ Board Representative	7
Nominations	8
Position Voting Details	8
Voting	9
Meetings	10
Job Descriptions	11
Chair	11
Secretary	12
Treasurer	12
FNANZ Representative on the FSANZ Board	13
FNANZ RTAC Representative	14
Committee Members	14
Website Editor	15
Privacy Policy	16
Issued May 2011. Review January 2023.	2



Policy and Procedure Manual



Reimbursement of Expenses	16
Funds from non-FNANZ members	16
FSANZ Life Membership	16
Review of Abstracts	16
Evaluation of Educational Meetings	17
Appendix A: FSANZ Organisational Chart and Reporting Structure FNANZ	18
Appendix B: SPONSORSHIP GUIDELINES FOR FNANZ	19
Appendix C: Mid-Year Workshop Guidelines	22
Timing of Workshop	22
Location of Meeting	22
Decide Theme/Topics	22
Invited Speakers	22
Costing	23
Preparing Workshop Presentations	23
Preparing Program and Booklet Package.....	23
Extra Information	23
Appendix D: FSANZ Annual Meeting Organising Committee Guidelines	24
2 Years - 18 Months Prior to the Meeting.....	24
18 - 12 months prior	24
12 - 9 months prior	25
6 - 4 months prior	25
4 - 2 months prior	25
2 - 0 months prior	26
Appendix E: Application for Reimbursement of Expenses (For Midyear and Annual FSANZ Conference)	27
Appendix F: Template for Certificate of Attendance to FNANZ Nurses Workshop	28
Appendix G: Evaluation Form	29



Background

The Fertility Nurses of Australasia and New Zealand are a community of nurses working directly and indirectly in the speciality field of reproductive health committed to innovative learning experiences that foster the skills, values and attitudes needed in the pursuit of best practice.

The first Australian IVF program was set up in 1971 in Melbourne by Carl Wood, John Leeton, Alan Trounson and others who were supported by a team of nurses whose additional roles were managing donor sperm programs and assisting with early research studies.

The 80's saw great progress with the birth of the first Australian IVF baby in 1980, and the formation of the FSA with the first annual meeting in 1982, yet there was still little formal communication or networking between ART nurses.

In 1990, the "Nurses Special Interest Group" (NSIG) was created and had their inaugural meeting at the FSA conference in Perth. This committee, comprised of a representative from each state with Heather Denholm as Chairperson, offered support to assist ART nurses to attend conferences and other educational activities, and to engage in research. In 1997, a vote was taken at the NSIG nurses workshop to formalize the name to 'Fertility Nurses of Australasia' (FNANZ).

The FNANZ has continued to progress from strength to strength in both its membership and the role it has played in promoting and developing the status of ART nurses in Australia and New Zealand.

It continues to offer support to nurses working in the field of infertility enabling them to network with their peers and gain access to education. Whilst this function has undoubtedly resulted in greater standards of care to our patients, it is timely to reflect on the voluntary nature of the representative roles and ponder our commitment to on-going professional organisations.

New Zealand Nurses association with FNANZ

- From the conception of nurses special interest group, New Zealand nurses were invited to be an integral part of the nurses association.
- New Zealand fertility nurses are represented by two nurses, ideally one from the North Island and one from the South Island.
- This association is further reflected in the name voted for at the 1997 AGM - Fertility Nurses of Australasia.



Mission and Goals

Mission

FNANZ provides and supports education aimed at enhancing professional practice, contributing to the creation, application and extension of knowledge for the enhancement of the health and wellbeing of people experiencing Infertility Treatment.

FNANZ is committed to working collaboratively with health care providers, other professions, the government, and the wider community in the provision of research and continuing professional education.

Goals

- To promote and consolidate fertility nurse education throughout Australia and New Zealand and provide one Continuing Professional Development (CPD) point per hour of registration as required by the National Nurses and Midwives Board of Australia.
- To promote networking, communication and cohesiveness between nurses working in reproductive health at a local, national and international level.
- To support nurse-based research and encourage nurses to present at local meetings, national and international conferences. FNANZ membership provides opportunities for individuals to represent Fertility Nurses at local, state, national and international levels.
- FNANZ is committed to strengthening our links with our sponsoring partners in ART to offer a wide variety of educational opportunities.
- Hosting nurse's workshops at FSANZ and Mid-year meetings.
- Continue communication with teleconference communication as required as well as two meetings for the FNANZ Committee and reporting of business back to the FNANZ membership.
- To contribute to the FSANZ newsletter, and maintain a FNANZ web page on the FSANZ website.
- To elect a nurse representative for FSANZ Board and RTAC.
- To maintain a current register of FNANZ members for all ART units in Australia.
- To support and encourage FSA membership and to increase nurse representation at FSANZ Annual General Meetings.
- To provide expert technical advice to RTAC regarding nursing best practice for nursing standards.
- To continue developing the role of fertility nurses in Australia and New Zealand.
- To liaise with ACCESS.
- To liaise and network with other relevant special interest nurse groups and international fertility nurse groups and individuals with a special interest in Reproductive Health



Policy and Procedure Manual

- Providing a return airfare, 2 nights' accommodation and registration for the FNANZ Committee to attend the executive meetings held in conjunction with the Mid-year Workshop and annual FSANZ Scientific Meeting with Chairs approval.

Activities

Education

Any nurse undertaking relevant education can accrue 1CPD point per hour of education under the FNANZ Professional Standards and Educational Guidelines

Local meetings

For members in each state organized by the FNANZ state / New Zealand representatives

National mid-year Meeting

Organise a midyear work- shop for nurses across Australia and New Zealand

National FSANZ Conference meeting

- Assist the local organizing committee with the planning and management of FSANZ linked conference meeting.
- Facilitate the organization of the FNANZ Annual General Meeting.
- Provide nursing advice to external bodies, for example (drug companies)
- Participate in FSANZ educational activities as requested.

Constitution

The Fertility Nurses of Australasia (FNANZ) is a group formed under the auspices of the Fertility Society of Australia and New Zealand (FSANZ). This group is bound by the constitution of the Fertility Society of Australia and New Zealand. The constitution is a 40 paged document and is available from:

FSA Secretariat

Waldron Smith Management

61 Danks Street

Port Melbourne VIC 3207

Telephone: (03) 9645 6359 Facsimile: (03) 9645 6322

FSANZ website: www.fertilitysociety.com.au



Membership

Membership to FNANZ is obtained by an application for membership to the Fertility Society of Australia and New Zealand (see appendix A for FSANZ Organizational Structure and FNANZ reporting structure). FNANZ membership is included in the FSANZ membership. As of 2011, an FNANZ co-payment is required as part of FSANZ membership, as set out by the FNANZ committee.

- There is an annual membership fee.
- The applicant's membership will be considered at the next FSANZ Board Meeting, after which the applicant will be notified of the outcome of the application. If membership is not accepted your fees will be refunded.
- Contact your state representative for further details.

Refer to FSANZ website for further information:
www.fertilitysociety.com.au

Election of Executive

Composition

Executive

Chairperson

Post chair / Chair elect alternate years

Secretary

Treasurer

RTAC Representative

FSANZ Board representative

Committee Representatives from:

ACT = 2

SA = 2

NT = 1 (represented by South Australia if no
nominated NT representative)

TAS = 2

WA = 2

NSW = 2

VIC = 2

QLD = 2

NZ = 2



Nominations

Position Voting Details

The executive positions are fulfilled within the members of the committee, that is, the State and territory representatives.

Elections are held by ballot at the annual mid- year executive meeting preceding the FSANZ linked FNANZ committee meeting.

FNANZ Executive Committee Every 3 years at FSANZ conference linked FNANZ meeting.

The roles of Chair, Treasurer, and Secretary should have 3 years with an option to do a fourth at the behest of the entire committee. This will have the impact of improving corporate memory and efficacy of the committee.

Chair Elect

- Secretary
- Treasurer
- Post chair (1 Year)
- Chair elect (1 Year) proceeding taking on role
- FSANZ Board Representative Every 4 years

Post chair / experienced committee member nominated by the FNANZ Committee

- RTAC Representative Every 4 years
- Applications from members of FNANZ /FSANZ

FNANZ Committee reviews applications and selects the FNANZ representative for RTAC. If no suitable applicants are available from the committee, the committee will call for further applications as the applicant must have suitable experience for this position.

FNANZ State Representatives Every 3 years

A current first term member can re-nominate to serve a second term of three years. The ballot and voting requirements need to be followed if another member nominates.



Voting

Procedure for nomination and voting for State Representatives

- This anonymous ballot is run by the two State Representatives (one outgoing) or if there is only one State Representative, that person and a nominated FNANZ committee or general member
- The secretariat is asked to send out ballot paper and declaration of FSA membership to all FNANZ financial members in that state or territory
- Ballot papers are then sent back to the secretariat for counting.
- This is then returned to the State Representative/s
- The FNANZ Committee is then informed of the result

- Ballot is not required if there is only one nomination



Meetings

1. Midyear work-shop

2. FSANZ linked Conference and AGM

3. Regular correspondence with committee

Standing agenda items for meetings

In Attendance:

Apologies:

Date / Venue:

- | | | |
|-----|---|---------------------------------|
| 1. | Confirmation of minutes of the last meeting | Chairperson |
| 2. | Business Arising from last meeting | Chairperson |
| 3. | State and NZ Representative Reports | State and NZ
Representatives |
| 4. | Website Report | Editor |
| 5. | FSANZ Council Update | FSANZ Representative |
| 6. | Treasurers Report/Funding Goals | Treasurer |
| 7. | RTAC Report | RTAC Representative |
| 8. | Next Meeting Details | Chairperson |
| 9. | FNANZ Nurses Workshop Update | Workshop
Convenor |
| 10. | Policy & Procedure Manual – Updates | Chairperson |



Job Descriptions

All members of the FNANZ committee must be a registered nurse and a financial member of the Fertility Society of Australia

Chair

Reporting Relationships: FNANZ Committee & membership Chairperson of the board of FSANZ

Term of Appointment: 3 Years as chair, one year post chair position.

The roles of Chair, Treasurer, and Secretary should have 3 years. This will have the impact of improving corporate memory and efficacy of the committee.

Responsibilities

- Submit articles to FNANZ and FSANZ newsletters summarising FNANZ activities, as well as any other relevant publication.
- Attend FSANZ meetings either in person (location dependent), reporting on major FNANZ activities, goals, plans etc.
- Organise dates and times for:
 1. AGM for FNANZ members at FSANZ Annual Scientific Meeting - to be organised with nurse/s on FSANZ Organising Committee
 2. FNANZ Meetings – liaise with State Representatives re-venue and workshops
 3. Conference call (see Procedure 1:14)
- Liaise and seek sponsorship with all sponsors regarding funding each year and outline the use of funds for the following year.
- Chair to liaise with sponsors and organise for the FSANZ secretariat to invoice
- Regular contact with committee regarding relevant developments, FSANZ updates, recent trends etc.
- Liaise with Access
- Check and approve minutes taken by Secretary prior to distribution.
- Forward contact details of new Chairperson when term is complete eg. FSANZ and other relevant groups.
- Report to FSANZ Board



Policy and Procedure Manual



Secretary

Reporting Relationships: FNANZ Chairperson and FNANZ Committee

Term of Appointment: 3 Years

The roles of Chair, Treasurer, and Secretary should have 3 years. This will have the impact of improving corporate memory and efficacy of the committee.

Responsibilities

- Communicate with Chairperson
- Take minutes at all meetings. All minutes are to be checked by Chairperson prior to distribution.
- Call for agenda items for each link up to FNANZ Committee
- Circulate minutes after they have been typed to FNANZ Committee.
- Liaise with FNANZ Committee members.
- Liaise with Fertility Society of Australia and New Zealand Secretariat.
- Collate all previous minutes and hand them on to new incoming Secretary.

Treasurer

Reporting Relationships: FNANZ Chairperson & Committee FNANZ Membership

Term of Appointment: 3 Years

The roles of Chair, Treasurer, and Secretary should have 3 years. This will have the impact of improving corporate memory and efficacy of the committee.

Responsibilities

- Liaise with contact person at FSANZ Secretariat and FSANZ Treasurer.
- Keep current financial FSANZ/FNANZ member list as per list provided by FNANZ Membership

Registrar

- Prepare Treasurer's report for AGM, Conference Call and FSANZ meetings
- Provide and distribute treasurers report at the next financial meeting

Waldron Smith Management

61 Danks Street

Port Melbourne VIC 3207

Phone No: (03) 9645 6311 Fax No: (03) 9645 6322

Issued May 2011. Review January 2023.

Approved by: Ms Margaret Parry (FNANZ CHAIR)



Policy and Procedure Manual



FNANZ Representative on the FSANZ Board

Reporting Relationships: Chair of Board Fertility Society of Australia Chairperson FNANZ

Term of Appointment: 4 years

Position Purpose: Responsible for the communication between FNANZ and FSANZ board Director of FSANZ Board

Selection Criteria

- Registered Nurse with at least 3 years' experience in Fertility Nursing.
- Member of FSANZ and FNANZ
- Extensive knowledge in ART
- Previous member of FNANZ executive
- Advance communication skills
- Excellent interpersonal skills
- Excellent conflict resolution skills
- Knowledge of relevant legislation and regulations
- Demonstrated negotiation skills
- Willingness to be persistent and persuade
- Willingness to comply with Australian Securities and Investments Commissions (ASIC) regulations regarding the Directorship of a company (see attached document)
- Willingness to work as an unpaid volunteer
- Member of FNANZ Executive
- Willingness to be a member of FSANZ sub committees as required
- Aware of requirements of confidentiality and privacy issues

Responsibilities

- Abide by ASIC regulations as Company Director
- Attend FSANZ meetings
- Attend FNANZ meetings
- Provides reports to FNANZ executive meetings and AGM
- Provide report for FNANZ newsletter
- Regular communication with FNANZ Chairperson



FNANZ RTAC Representative

Reporting Relationships: FNANZ Committee RTAC Chair

Term of Appointment: 4 years

Position Purpose: Communication between the FNANZ executive and RTAC

Selection Criteria

- Registered nurse with at least 3 years experience in Fertility Nursing
- Experience in networking and excellent inter-personal skills is essential.
- Advanced knowledge of quality systems and risk assessment as demonstrated in their covering letter for nomination to FNANZ Selection Criteria.
- The Nurse Representative's nomination must be accepted by the FNANZ Committee and is voted for by the FNANZ Committee.

Responsibilities

- Sits on the FNANZ executive committee and tables a report at each meeting.
- Participates in reviewing and updating the Code of Practice as required
- In collaboration with FNANZ, sets and oversees the standards of nursing practice in ART units in accordance with the Code of Practice.
- Acts in an advisory capacity for nurses regarding RTAC site visits
- Provides a report for the FNANZ newsletters and FNANZ AGM
- Communicates regularly with FNANZ Chairperson

Committee Members

State, ACT, NT and New Zealand Representatives

Reporting Relationships: FNANZ Committee

Term of Appointment: 3 years

Responsibilities

- Communicate with all clinics and satellites in the state
- Ensure good network with all FNANZ members within state
- Liaise with secretariat re voting process for State representatives.
- Initiate meetings with fertility nurses within the state and co-ordinate feedback
- Contribute to the FNANZ newsletter via newsletter editor
- Inform new nurses about FSANZ/FNANZ and encourage membership
- Organise venue and topics for Mid-year meeting when your State is hosting event



Policy and Procedure Manual



- Assist Executive Committee with additional roles, responsibilities as required

Website Editor

Responsibilities

- Call for and co-ordinate submissions to co-ordinate website on a regular basis.
- Co-ordinate and facilitate update of FNANZ website with the assigned Multi-Media Manager as required.
- Include the advertisement placement as defined by FNANZ sponsorship refer to Appendix E
- Advertise FSANZ meeting and Midyear nurse workshop well in advance with dates, city, venue, nursing agenda and guest speakers.

Items which may be included:

- Chairperson report
- What's new, for example key points from the FNANZ committee meetings and decisions made at conference calls.
- Calendar events, for example, the next FSANZ meeting and overseas meetings for nurses.
- Any articles of interest supplied by nurses working in ART or related areas of interest
- Summary of Mid-year and annual FSANZ Workshops
- New Zealand Report supplied by New Zealand representative
- Report from senior RTAC Nurse Representative
- Report from FSANZ Nurse Representative
- Relevant articles of interest to the membership

Information generated at the meetings is published on the FNANZ website. State Representatives should actively and regularly communicate with the nurses they represent.

The FSANZ Board and RTAC representatives communicate with the respective committee Chairperson provides a report to the FSANZ Board

If the chairperson or a member of the FNANZ committee is approached by the media/government department/external committee to comment on aspects of infertility care /regulations this must be discussed with the FSANZ Board prior to providing information/submissions



Privacy Policy

The Fertility Nurses of Australasia will protect privacy in accordance with Waldron Smith Management's policy.

In Australia, the federal *Privacy Act 1988* sets out principles in relation to the collection, use, disclosure, security and access to personal information. The policy adheres to these guidelines.

Reimbursement of Expenses

The committee member may claim reimbursement of the cost of air fares, 2 nights' accommodation and Registration with the approval of the Chairperson.

The committee members organizing the Midyear/FNANZ Workshop or the associated FNANZ/FSANZ work-shop can claim the cost of two (2) nights' accommodation (if required) and Registration with the approval of the Chairperson.

Funds from non-FNANZ members

If any non-members pay to attend a local or national meeting, these monies must be accounted for. If they are not absorbed into function expenses then they must be returned to FNANZ bank accounts via the treasurer.

All incomings and outgoings must be reconciled and submitted to the treasurer at the end of the event.

FSA Life Membership

An ART nurse past or present may be recommended for FSANZ Life Membership. The recommendation is made to the current FNANZ committee for approval.

The nomination is then forwarded to the FSANZ board for consideration. Refer to the FSANZ website: www.fertilitysociety.com.au

Review of Abstracts

Members of FNANZ may be requested by the FSANZ organising committee to review abstracts for possible presentation at FSANZ.



Evaluation of Educational Meetings

Fertility nurse education is a main priority of FNANZ. This aim continues to be justified by the results of the survey by FNANZ Executive of the members who endorsed the policy of evaluation.

To evaluate the worth of various topics and speakers used for local meetings, and to accurately gauge the needs of local members, it is useful for attendees to complete an evaluation form see Appendix J.

This form is also to be used to keep sponsors of the meetings informed of the value of the education program and other feedback from the event.

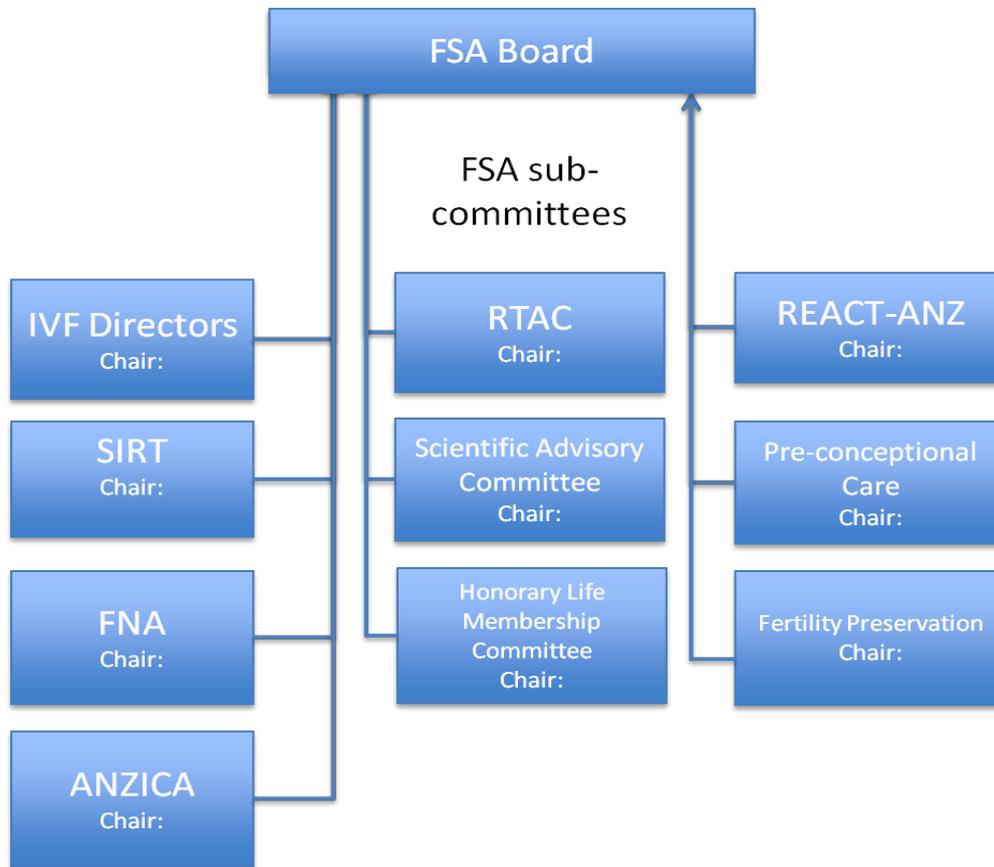
To be completed at the end of the meeting and assessed by State Representative/s and/or the organiser.

Refer Appendix G:



Appendix A: FSANZ Organisational Chart and Reporting Structure FNANZ

FSANZ Organisational Chart



Reporting Structure FNANZ





Appendix B: SPONSORSHIP GUIDELINES FOR FNANZ

The aim of this policy is to make sponsorship entitlements clear for all parties involved as well as minimize approaches to companies for individual sponsorships.

Sponsorship will be used to facilitate educational activities in relation to the FNANZ membership. FNANZ will liaise with sponsors to comply with the Medicines Australia Policy Guidelines.

Regardless of the level of sponsorship all sponsors acknowledge the collaborative nature of the FNANZ. It is not the policy of the FNANZ to restrict attendance at any event, nor do the FNANZ Support single sponsor events.

Note: Offers of additional sponsorship for incidental FNANZ activities will be assessed on an individual basis at the discretion of the FNANZ committee.

Sponsorship of FNANZ offers opportunities to:

- Collaboratively assist in the organisation of workshops and educational meetings.
- Provide financial support for nurses to attend conferences. For example, the American Society of Reproductive Medicine and the Fertility Society of Australia and New Zealand.
- Support nurse based research.
- Support nurses presenting research papers at conferences.
- Have a strong presence in FNANZ Website and contribute to the FSANZ Website as deemed appropriate by the committee.
- Network between ART nurses in Australia, New Zealand and overseas locations.
- Financial support to send one nurse from the Executive Committee to New Zealand to the New Zealand FNANZ AGM Workshop and to send one New Zealand Executive Committee nurse to The FSANZ related FNANZ AGM meeting. This encourages a good working relationship with FNANZ members in both countries.
- Work with FNANZ on new learning projects and initiatives such as an e-learning program that would reach all FNANZ members to enable them to fulfil educational requirements for the new National Nurses Registration which was introduced in 2010.
- Provide airfares to allow Executive Members to travel to FNANZ associated meetings twice a year.



Policy and Procedure Manual

PLATINUM SPONSOR: \$25,000

- Premium sponsor of FNANZ Mid-Year Workshop and FNANZ Workshop at Annual FSA Meeting.
- Acknowledgement of level of sponsorship within all workshops
- Banner and Booth at FNANZ Midyear Workshop and FSANZ Workshop.
- Work pads and pens with logos could be provided at educational meetings and conferences.
- Opportunity for a 20 minute presentation at the FNANZ Midyear Workshop and the FSANZ Workshop on a topic relevant to FNANZ membership
- Complementary registration for up to 5 delegates to attend each of our two national workshops.
- All attending delegates must register for the workshop meetings.

GOLD SPONSOR: \$15,000

- Major sponsor of FNANZ Mid-Year Workshop or FNANZ Workshop at Annual FSA Meeting
- Acknowledgement of level of sponsorship within all workshops.
- Banner and or booth at the sponsored meeting
- Complementary registration for up to 3 delegates to attend each of our two national workshops.
- All attending delegates must register for the workshop meetings.

SILVER SPONSOR: \$7,500

- Acknowledgement of level of support within all workshops.
- Complementary registration for up to 2 delegates to attend each of our two national workshops.
- All attending delegates must register for the workshop meetings.

BRONZE SPONSOR: \$1,500

- Acknowledgement of support on FNANZ Website.
- Complementary registration for 1 delegate to attend each of our two national workshops.
- All attending delegates must register for the workshop meetings.

The opportunity to sponsor a session within a workshop (eg. Breakfast meeting) is available subject to additional payment. Your banner may be displayed for the entirety of the session.



SPONSORSHIP GUIDELINES

Policy & Procedure Manual

	Platinum Sponsor	Gold Sponsor	Silver Sponsor	Bronze Sponsor
	\$25,000	\$15,000	\$7,500	\$1,500
Acknowledgment of support at all Workshops	●	●	●	-
Banner & Booth at both FNANZ Annual Workshop	●	●	-	-
Work Pads & Pens at all Educational Meetings & Conferences	●	-	-	-
Presentation at both Annual FNANZ Workshops	●	-	-	-
Complementary Registration for Delegates	5	3	2	1



Appendix C: Mid-Year Workshop Guidelines

- This workshop is organised by the State Representatives who are hosting the face-to-face midyear meeting.
- The content of the program, including speakers is to be pre-approved by the FNANZ executive committee via electronic communication.
- The workshop is open to all interested nurses, both FNANZ members as well as non-members and is usually a one day event held the day after the face-to-face meeting.

Timing of Workshop

- Usually, April or May
- Consider contacting ANZICA and SIRT to see if they are holding their meeting on the same week-end and interested in combining venue and meals?

Location of Meeting

- Consider anticipated registrations
- Cost of hiring room, catering etc.
- Other meetings at same venue?

Decide Theme/Topics

- Use colleagues, FNANZ publications and feedback from previous FNANZ meetings for ideas
- Consider what is currently topical
- Mixture of topics e.g. Psychosocial, nursing, scientific, medical, alternative therapists/practitioners, motivational speakers, client's perspectives/experiences, related nursing/medical areas e.g. Gynaecological oncology

Invited Speakers

- May be local or national / New Zealand
- Need to consider budget
- Allow Platinum and Gold sponsors time as per sponsorship agreement



Policy and Procedure Manual



Costing

- Determine a cost to charge all non-members
- Budget set by FNANZ Committee – **approximately \$ 25,000**
- Hire of venue– audiovisual equipment as required by speakers
- Catering
- If speakers not charging, \$50 gift e.g. Book voucher, wine
- Name badges – try and recycle from previous meeting to reduce costs

Preparing Workshop Presentations

- Contact prospective speakers
- Once speaker confirms, obtain professional history, abstract and title of presentation - Confirm via email the date and time of presentation
- Re-confirm with speaker one week before workshop time and place to attend

Preparing Program and Booklet Package

- Acknowledge sponsors/advertisements as per sponsorship agreement - Workshop program
- Abstracts of speakers
- Provide link to FSANZ for membership application
- Evaluation form
- Certificate of Attendance

Extra Information

- Confirm numbers with catering
- Allow 1/2 hour registration
- Liaise with representatives of Platinum and Gold sponsors a mutually suitable time for their presentation. They may also want to erect a display booth.
- Arrange social outing on the night of the workshop for all interested nurses. Ask for names of those attending and full payment at the time of registration.



Appendix D: FSANZ Annual Meeting Organising Committee Guidelines

2 Years - 18 Months Prior to the Meeting

- Appoint Organising Committee
- Allocate tasks to conveners
 - Scientific program
 - Social program
 - Sponsorship/trade exhibition
 - Finance
 - Promotion
- Approve provisional budget
- Design logo and arrange printing of stationery if required
- Plan promotion strategy/timetable
 - Journals
 - Meetings
 - Advance notices
 - Registration brochure
- Plan sponsorship strategy/timetable
 - Major sponsors
 - Minor sponsors
 - Method of approach
 - Coordination
- Confirm venues and accommodation
- Identify overseas speakers and confirm level of funding

18 - 12 months prior

- Plan structure of scientific program
- Plan and cost social events
- Plan and cost satellite meetings
- Prepare sponsorship packages
- Send invitations keynote speakers
- Set dates for Committee meetings
- Guidelines for FSANZ Annual Meeting



Policy and Procedure Manual



12 - 9 months prior

- Confirm level of sponsorship, payment schedules and exhibitors
- Finalise budget and confirm registration fees
- Finalise all key speakers, and identify session chairpersons
- Confirm program structure and confirm venue requirements
- Prepare and distribute registration brochure, call for papers etc. including information on satellite meetings, AGM etc.
- Plan method of reviewing abstracts and acceptance of papers
- Confirm dates for FNANZ Executive meeting and AGM with FNANZ Chairperson

6 - 4 months prior

- Send invitations to session chairpersons
- Confirm accommodation for speakers; seek CV's and photos for inclusion in program.
- Confirm acceptance of abstracts and notify authors
- Plan opening and closing ceremonies
- Prepare draft program and abstract book
- Send invitations to official guests
- Review budget/sponsorship commitments
- Plan signs, banners, decorations, notices, tickets etc.
- Confirm floor plan for exhibitors

4 - 2 months prior

- Arrange printing of program and abstracts
- Prepare briefing notes for chairpersons and speakers
- Review budget and ensure receipt of income from sponsors and exhibitors
- Provide provisional numbers for catering/social functions
- Arrange speakers gifts



Policy and Procedure Manual



2 - 0 months prior

- Confirm requirements for signs, banners, decorations, lighting
- Confirm venue and audiovisual requirements
- Confirm Committee rosters for
 - Slide loading and projection
 - Venue coordination
 - Program coordinator
 - Social program coordination
 - Meeting and hosting invited speakers
- Arrange meeting at Convention Centre for all Committee members
- Prepare name badges, list of participants, list of eating places etc.
- Provide final rooming lists to hotels
- Provide final numbers for catering/social functions



Policy and Procedure Manual



Appendix E: Application for Reimbursement of Expenses (For Midyear and Annual FSANZ Conference)

EXPENSE REIMBURSEMENT



The Fertility Society of Australia

Name:

Unit:

DATE	Purchased from	Expense details	Cost Centre (eg FNA, SIRT)	Total
TOTAL				
Signed:			Date:	
Authorised:			Date:	

Please indicate to whom reimbursement cheque should be issued: _____

- ALL TAX INVOICES & RECEIPTS MUST BE ATTACHED
- THIS FORM IS TO BE AUTHORISED BY THE SUB COMMITTEE TREASURER BEFORE RETURNING TO KIM O'DEA AT WALDRON SMITH MANAGEMENT (kimo@wsm.com.au)

If you would like your payment to be credited directly to your bank account please complete the section below:

Account Name:	
BSB:	
Account Number:	



Appendix F: Template for Certificate of Attendance to FNANZ Nurses Workshop



Fertility Nurses of Australasia

This is to certify that

Attended the FNA nurses Workshop

On

SIGNED

DATE



Appendix G: Evaluation Form

Workshop Evaluation Form

Title

We would appreciate if you could please take the time to complete the evaluation below and leave on your table for the FNA organisers to collect. Your feedback helps with any future workshop organisation.

Speaker/Educational Session Evaluations

1.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

2.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					



3.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

4.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

5.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

6.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

7.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

8.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

9.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

10.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					

11.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					



12.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Teaching effectiveness	1	2	3	4	5
Please rate this Presentation's relevance of content	1	2	3	4	5
How relevant was the topic to your role?	1	2	3	4	5
Comments:					