



Exhibit/CE Program

As a service to exhibitors, Managing Today's OR Suite Conference (MTORS) is providing a program for exhibitors to offer half-hour continuing education sessions in their booth during exhibit hours. This will help exhibitors attract registrants to their booth and provide continuing education credit for them.

The Exhibit/CE Program, open to all exhibitors, is designed so that brief educational presentations on topics relevant to OR management can be presented to attendees in the exhibitors' booths. Attendees participating in the presentations receive continuing education (CE) credit from OR Manager, Inc. Attendees must attend 2 presentations to receive 1 contact hour (1 hour is the minimum time awarded).

Session Content: Sessions are 30 minutes in length (including time for questions and answers), and learning formats may include lecture or video presentation, self-learning modules via computer-assisted instruction, or hands-on demonstration.

Session Location: All sessions are held in exhibitor's booth. CE exhibitors must reserve a 10 ft x 20 ft booth to accommodate participants.

Fees: A \$1,250 fee is required for the first accredited session topic and \$500 for each additional topic. If you need assistance in developing your session, development assistance will be billed on an hourly basis.

Submission of Application for Exhibit/CE Program: Sessions to be presented must be submitted to OR Manager, Inc, for inclusion in the Exhibit/CE program and awarding of CE certificates. So sessions can be listed in the Managing Today's OR Suite Conference Program, both the application form and the speaker form must be received by OR Manager, Inc, no later than **July 15, 2010**.

The following materials must be submitted to OR Manager, Inc, for participation in the Exhibit/CE Program. Materials must be submitted via e-mail, by mail, or overnight service. If submitting by e-mail, send to Ellie Schrader at eschrader@ormanager.com.

1. Application Fees: A \$1,250 application fee must accompany the application for the Exhibit/CE Program. The application fee is for one 30-minute CE session. Additional 30-minute sessions may be submitted for an additional fee of \$500. Each Exhibit/CE session must be accompanied by a separate application form.
2. Speaker Profile: A completed speaker profile or curriculum vitae from the person(s) presenting the Exhibit/CE session. Include contact e-mail.
3. Session information:
 - A. Title: The title of the session to be presented.

- B. Format: Format of the presentation – ie, lecture, interactive audio, video, computer-based educational program, or hands-on demonstration.
- C. Brief Content Description: A synopsis of the purpose and content of the session to be no longer than 200 words.
- D. Learning Objectives: No more than two objectives that will answer the question: "By the end of the session, the participant will be able to..." Objectives must be stated so that they are observable, achievable, and measurable in the time allotted.
- E. Supporting References: Bibliography with maximum of three current supporting references.

Criteria for Acceptance: All programs must meet OR Manager, Inc, standards for continuing education credit. OR Manager, Inc, is approved as a provider of continuing education by the California Board of Registered Nurses, provider #11582, and the Delaware Board of Registered Nurses. Acceptable presentations may contain educational concepts that relate to the products or service, but NOT be a promotion of the company's products or services. Reference or content related to specific products, services, or equipment will be edited out of the session summary. If the session cannot be edited without compromising the presentation, the session will not be accepted.

1. The presentation must demonstrate the application of concepts and principles as they relate to OR management issues. Equipment descriptions and procedures must be generic in content and NOT specific to your product or service.
2. Presentations are to be no longer than 30-minute educational sessions to include questions and answers.
3. Speakers must be knowledgeable and able to handle questions related to the presentation. Speakers must adhere to the 30-minute timeframe.
4. The application for the Exhibit/CE program must be received no later than **July 15, 2010**, so that materials can be reviewed and included in the Exhibit/CE section of the MTORS program. Notification of inclusion of the Exhibit/CE session(s) will be sent by August 1, 2010.

The Exhibiting Company will provide:

1. Adequate booth space and personnel to provide an acceptable continuing education atmosphere and assure that all activities take place within the confines of the booth space. Exhibit/CE sessions are to be held in a minimum of a 10'x 20' size booth.
2. Clearly designated area(s) within the booth where the Exhibit/CE presentations will be held.
3. Posting of scheduled times and session numbers for presentations.
4. A list of the attendees at each session and submit to the MTORS registration desk.
5. Adherence to all rules and regulations outlined in the Exhibitor prospectus regarding booth activities, noise levels, and demonstration areas.
6. All AV and presentation equipment.

OR Manager, Inc, will provide:

1. A listing in the MTORS Program that contains the title, content description, learning objectives, bibliography, and session numbers for each Exhibit/CE Program presentation. The MTORS Program is placed in all participants' registration packets.
2. An evaluation form for all the sessions to be submitted to the MTORS registration desk.
3. CE certificates to attendees who attend 2 or more sessions. CE certificates will only be awarded for this conference.
4. Evaluation and feedback of the program to exhibitors.
5. Signage indicating an exhibitor's participation in the Exhibit/CE Program.



Exhibit/CE Program Application

Application fee of \$1,250 (plus \$500 for each additional topic) must accompany this application. Please provide a separate application for each session being submitted. When submitting more than one Exhibit/CE session, submit each session as a separate attachment by e-mail or separate documents on CD.

[] I wish to present Exhibit /CE sessions in my exhibitor booth (\$1,250 + \$500 for each additional topic)

Sponsoring Exhibitor _____

Contact Person Submitting Application _____

Title _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Session Information

1. Session Title (60 characters or less)
2. Sponsoring Exhibitor (exactly as to appear in program)
3. Speaker(s) Name(s) and Credentials (exactly as to appear in program)
4. Presentation Format (lecture, video, hands-on demonstration, etc)
5. Brief Content Description (200 words or less)
6. Learning Objectives (2 statements beginning with "By the end of the session, the participant will be able to....")
7. Bibliography (2-3 current sources).

Session information must be submitted by either e-mail or CD in MS Word format only. No handwritten or noncomputerized session information will be accepted. Include all section headings and content as they appear in 1-7 on this form. **Speaker Profile** may be mailed, e-mailed, or faxed. Application may be sent by mail, with payment attached or e-mailed. If e-mailed, please call with credit card information to 1-800/442-9918 or fax information to 505/983-0790.

If submitting session information by e-mail: Send your e-mail to the attention of: eschrader@ormanager.com. Put your name or sponsoring exhibitor's name in the subject line. You will receive confirmation of e-mail receipt. If e-mailed, please call with credit card information to 1-800/442-9918 or fax information to 505/983-0790.

This application for Exhibit/CE session(s) and payment of the application fee must be received no later than **July 15, 2010**, to be included in the Exhibit/CE section of the MTORS Program.

If you have questions about your CE session, please call the Ellie Schrader at 505/982-1600 or e-mail eschrader@ormanager.com.

Return application with payment (checks should be made out to OR Manager, Inc) via mail to:
OR Manager, Inc, PO Box 5303, Santa Fe, NM 87502-5303
For overnight delivery, address to 1807 Second St, #61, Santa Fe, NM 87505.
800/442-9918

Exhibit/CE Speaker Profile

This information is needed for accreditation purposes. The form must be completed in full or attach a curriculum vitae and send to OR Manager, Inc, by **July 15, 2010**. This form may be photocopied if multiple speakers will present.

Sponsoring Exhibitor _____

Title of Exhibit/CE Session(s) _____

Speaker Name and Credentials _____
(exactly as it should appear in the MTORS Program)

Position Held _____

Organization _____

Business Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Professional Nursing License (if applicable) _____ Exp. Date _____

Academic Preparation (list most recent academic preparation first-please indicate area of specialty)

Professional Experience (previous five years only)

Publications

Honors/Awards

Return application via mail, fax, or e-mail to:
OR Manager, Inc, PO Box 5303, Santa Fe, NM 87502-5303
e-mail: eschrader@ormanager.com Fax: 505-983-0790
For overnight delivery, address to 1807 Second St, #61, Santa Fe, NM 87505
800/442-9918