



**Canadian Federation of Mental Health Nurses**  
**Fédération Canadienne des Infirmières et Infirmiers en Santé Mentale**

**"GUIDELINES FOR PROPOSALS TO  
HOST A NATIONAL CONFERENCE  
FOR CFMHN"**

Updated: February 10, 2010



**Canadian Federation of Mental Health Nurses**  
**Fédération Canadienne des Infirmières et Infirmiers en Santé Mentale**

Thank you for your interest in hosting a future CFMHN National Conference. These guidelines have been prepared to ensure that our future conferences are staged to the highest possible standard, ensuring a successful outcome for attendees, for the host organizations, and for our National association.

The Guidelines have been prepared in three sections:

- #1: Parameters established by the CFMHN Board of Directors designed to encourage consistency between events, and to also assist potential hosts to fully understand the responsibilities that accrue from this undertaking.
- #2: A “Memorandum of Understanding”. This document (subject to negotiation with a successful host) will form the basis of the working relationship with the national association.
- #3: Application Form

It is our goal through the above documents to ensure that prospective host organizations understand the importance we place on successfully staging this flagship event. It is important to appreciate the magnitude of the financial responsibilities as well as the contractual commitments that will be entered into with host facilities.

Please feel free to contact our National Office if you have any questions or require additional clarification of any item in this document.

We sincerely appreciate your interest in participating with CFMHN.

Board of Directors  
CFMHN

## SECTION I: PARAMETERS TO CONSIDER WHEN BIDDING TO HOST OUR NATIONAL CONFERENCE

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- I. Historical  
CFMHN has previously held the following national conferences during the past decade:

<u>Date</u>	<u>National Conference</u>	<u>City</u>	<u># of attendees</u>	<u>Host</u>
Oct 26-28, 2000	"Psychiatric Nursing Info the Millennium"	Saskatoon	300	CFMHN & the University of Saskatchewan
June 22, 2002	"Best Practices Conference"	Toronto	275	CFMHN
Oct 30-Nov 1, 2003	"The Art, The Science & the Ethics of Psychiatric & Mental Health Nursing" (International Conference)	Toronto	360	CFMHN
May 26-28, 2005	"Ideas as Endless as the Prairie Sky"	Winnipeg	240	Manitoba Psychiatric Mental Health Nurses Interest Group
Oct 17-19, 2009	"Hope, Health & Healing - Mental Health Nursing Around the Corner & Around the World"	Halifax	375	Nova Scotia Mental Health Nurses Group

II. Timing

At the present time, we host National conference on a bi-annual basis. We presently anticipate that events would be held in 2011 & 2013.

Our strong preference is that the event would be held between late September and the end of October.

Generally our conference entails 2 full days plus either pre or post conference workshops. We do not have a strong preference as to the days of the week but would suggest a Thursday/Friday or Friday/Saturday combination to allow attendees to obtain best possible airfares.

III. Geography

In order to assist the association to maintain or enhance its "National Image" and to encourage development of strong regional partners, we have established the following rotation pattern.

West	2005	Winnipeg
Central	2007	Not Held
East	2009	Halifax
<b>Central</b>	<b>2011</b>	<b>To be Determined</b>
<b>West</b>	<b>2013</b>	<b>To be Determined</b>

Note: These are our "preferred" rotations but we are open to discussion.

#### IV. Facility

Each host community is encouraged to research facility options which can accommodate the probable attendance numbers in a professional but cost-effective setting.

As you evaluate potential sites, please keep the following space requirements in mind:

Function	#'s	Size/ Details
Main Plenary Room	350 @ ½ Rounds	6,500 sq/ft
Breakouts - Minimum of 4	@75-100 each	Theatre Style
Poster Session - Generally 30-35 posters		Approx 3,000-4,000 sq/ft
Exhibits Area	20-25 booths	Approx 3,000-4,000 sq/ft
Luncheon (2)	350 sit down	Could utilize the Main Plenary Area.
Bedrooms	Minimum Room block of 100-125 per two peak nights	

#### V. Resources

**Committee:** A local core planning team of at least 6-8 would be essential. Planning to begin at least 18 months prior. A minimum of monthly meetings.

Primary focus of the Host Planning group would be program development and local hospitality arrangements.

For the actual event operations, an additional 6-8 volunteers would be required for the Registration Desk, Room hosts, etc.

**Financial:** The National Office of CFMHN will provide “advances” for the payment of early bills that will arise prior to any ticket sales or sponsorship funds arriving. This funding will be in the range of \$7,500.00.

The local host organization could possibly require up to \$2,500.00 of their own funds, again prior to income being generated.

#### VI. National Office Support

The National Office, via its own service provider, will be able to provide the following assistance, and assume responsibility for the following areas:

- Facility contract negotiations
- Budget development (in partnership with the host organization)
- Book Keeping Services
- Online Electronic Abstract Review process
- Online E-Registration process
- Design of marketing pieces

- Provision of a comprehensive database to assist with Sponsor & Exhibit marketing
- Onsite Audio-Visual Coordination.

Fees for the above would be incorporated into the overall conference budget.

The CFMHN National Board is comprised of highly knowledgeable professionals within the mental health nursing & education sector and their expertise is available to assist with the program design.

**SECTION II:  
MEMORANDUM OF UNDERSTANDING**

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The successful proponent will be expected to sign the following M.O.U. We would encourage a full discussion with our National Board conference committee so that everyone clearly understands the mutual expectations and obligations.

**Memorandum of Understanding between the  
Canadian Federation of Mental Health Nurses  
and the  
HOST CONFERENCE PLANNING COMMITTEE (CPC)  
(Revised January 1<sup>st</sup>, 2010)**

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The purpose of this MOH is to clarify key elements of the relationship between CFMHN, the national body, and the Local Conference Host Planning Committee (CPC).

It is not intended to be a “legal” document but rather is a positive description of mutual understandings in key areas. The intention is to help everyone (CFMHN and the local host planning committee) to understand ahead of time the mutual expectations regarding the event. CFMHN endorses this event as a key strategic objective in its work to maintain a positive national image. By co-hosting with a regional organizing group CFMHN strengthens its regional visibility while allowing the regional hosting organization to expand its own influence and image, while also generating funds for both parties.

**A. Financial**

CFMHN will undertake to provide advanced funding of up to \$7,500.<sup>00</sup> to cover costs incurred by the Committee prior to revenue coming in.

1. CFMHN will have the opportunity to review the proposed budget and provide constructive input.
2. CFMHN will oversee the financial management of the event.
3. Prior to determining the “surplus”, the organizing committee will first reimburse CFMHN for the amount of funds “advanced” to begin the conference (See #1 above). The eventual conference surplus (if any) will be divided 60/40 (CFMHN/Planning Group) between the two organizations.
4. CFMHN will accept 80% of the risk of any losses on the event. The Organizing Committee accepts 20%.

**B. Program – Related**

1. CFMHN respects the right of the Planning Committee to develop a program which they believe has the best opportunity to attract the largest number of attendees, with the following considerations:
  - a. The conference theme will consider the National perspective
  - b. The conference program will be broad enough to attract and interest mental health nurses from across the country and across the specialty.

2. The local Planning Committee agrees to the CFMHN nominating up to 2 individuals to join the Abstract Review process with the purpose of providing a “national” perspective to the program balance and ensuring the objectives of the CFMHN are observed.

**C. Recognition**

1. CPC agrees to provide profile exposure for CFMHN logos, etc. on the various marketing pieces at no charge.
2. The CPC agrees to provide CFMHN with complimentary display space.
3. The CPC agrees to provide time within the program for the CFMHN Annual Meeting (one hour uninterrupted)
4. The CFMHN agrees to participate in Welcoming and other recognition ceremonies and conference activities as agreed to with the planning committee.

**D. Tickets**

The CPC and the CFMHN agree that both the Planning Committee and CFMHN Board members will pay for their conference tickets

It is recognized that the conference ticket pricing strategy will include (amongst others) a discounted rate for CFMHN’s members, a requirement of the CFMHN Membership Benefits Policy.

The CFMHN holds the right to offer complimentary CFMHN membership for one year, with a full priced ticket.

**E. Other**

The CPC agrees that the President of CFMHN (or designate) shall be considered a member of the Planning Committee and receive copies of all planning committee minutes, etc.

The CFMHN National Office will also receive copies of Meeting minutes.

The signatures below confirm an understanding of these items of behalf of the respective group.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**For CFMHN**

\_\_\_\_\_  
**Conference Planning Committee**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Chair**

**SECTION III:  
APPLICATION TO HOST A CFMHN NATIONAL CONFERENCE**

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We, \_\_\_\_\_ propose to host a National CFMHN conference under the following details:

YES, we have reviewed the Operational Guidelines and understand CFMHN's guiding parameters

YES, we have reviewed the "Memorandum of Understanding" that we would sign if we were the successful proponents

PROPOSED CITY: \_\_\_\_\_

PROPOSED DATED: \_\_\_\_\_

HOST SITE: \_\_\_\_\_

Do you have a preferred / available facility? \_\_\_\_\_

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OUR PLANNING TEAM:

• Proposed Chair: \_\_\_\_\_

Contact Info      Ph: \_\_\_\_\_

E-mail: \_\_\_\_\_

• Planning Team: \_\_\_\_\_

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• Past Experiences \_\_\_\_\_

Running Conferences \_\_\_\_\_

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- Do you have access to any financial resources?

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Please describe what you believe would make this choice a positive one for CFMHN. What would be unique about your application?

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Please mail or e-mail your application as follows:

CFMHN National Office  
1 Concorde Gate, Suite 109  
Toronto, ON M3C 3N6  
Fax: (416) 426-7280  
e-mail: [drosser@firststageinc.com](mailto:drosser@firststageinc.com)

cc to: CFMHN National President  
Petrea Taylor  
[Petrea.Taylor@HorizonNB.ca](mailto:Petrea.Taylor@HorizonNB.ca)

We sincerely thank you for your interest this exciting opportunity!

**DEADLINE FOR 2011 BIDS: MAY 30<sup>TH</sup>, 2010**