

# Kentucky CE Experience

*Sarah A. Jones*

*KOA Meetings Director*

*ARBO/COPE Administrator Training Workshop*

*Chicago ~ May 9, 2008*

# KOA CE Overview

- CE Committee
  - Set the conference program
  - Initial contact with sponsor reps
- Meeting Planner
  - Contact speakers
  - Follow up with sponsor reps

# KOA Past Sponsor Experience

- 5-8 Education Sponsors
- Payment directly from sponsor to speaker
- Vistakon grants
- Speaker agreement listed sponsored company in contract.
- Little work on my part with sponsoring company.

# KOA 2008 Conference

- 8 Unrestricted educational grants
  - Monies to KOA office
  - Covered all speakers and expenses
- Grant Proposals
  - Varied Length
    - 1 page (shortest)
    - 8 pages (longest)
  - Content
    - Meeting info, dates, “unrestricted educational grant”, tax id, program/agenda

# KOA 2008 Conference

- No issues with speakers
  - Speaker agreements did not list sponsors
  - Honorariums/ Expense Reimbursements from KOA

# KOA Conference Registration Materials

## PAST

- Listed speakers with sponsors:

Course Titles

Speakers

HRS            COPE #

Sponsored Company

## NOW

- Speakers Only:

Course titles

Speakers

HRS   COPE#

# KOA Conference Onsite Program

## PAST

- Listed speakers with sponsors:

Course Titles

Speakers

HRS            COPE #

Sponsored Company

## NOW

- Speaker/Sponsor separate pages:

Page 1: Course titles

Speakers

HRS    COPE#

Page 2: Thank You to all  
Education Grant  
Sponsors

# KOA Conference

## Signage Outside Lecture Hall

### PAST

- Individual signs listed speaker with sponsor:

KOA

Speaker

Sponsored Company

### NOW

- Separate signs for speakers and sponsors:

Sign 1: KOA

Speaker

Sign 2: Thank You listing all  
Education Grant  
Sponsors

# Post - Conference

- Thank you letters to all sponsors
  - Referenced unrestricted educational grant
- Post-Conference Evaluations

# My Thoughts

- Grant Process more time consuming than past.
  - BUT I have my paperwork ready, so now I only need to adapt for the next conference
    - Usually use same sponsors
    - Now I have a contact with each sponsor company
- Have had complaints from ODs with lectures being like commercials in past
  - This should not happen anymore
- No major issues at this time!
  - All other changes are just adjustments to what I am already doing.

# Comments ???

**Thank You.**