NAON’s Orthopaedic Nursing Roundtable Course: **Tips for Success**

1. **Plan early!**
	1. Make sure you understand your facility’s process for signing contracts and submitting invoices. These processes can be time consuming when you have to go through the central offices at your facility or the legal department.
	2. Determine the best dates for your course dependent on meeting room availability, holidays, contract processing, etc.
	3. Determine how to handle registration. Will you open your course to both internal employees and external registrations? Will you charge a registration fee for your course? How will you track the payments you receive? Be sure to give yourself enough time to process late registrations.
	4. Utilize the people in your facility who have experience hosting or planning an educational event.
	5. Develop a timeline for yourself to better plan the process.
2. **Market your course.**
	1. Use the NAON template flyer to develop your own flyer or brochure.
	2. Extend the opportunity to your sister hospitals and other local facilites to increase attendance.
	3. Advertise within your city frequently.
	4. Stay organized and solicit support from attendees early to ensure high attendance.
	5. Post your course to the NAON Event Calendar.
	6. Include information about cancellation in your marketing materials.
3. **Think about your attendees.**
	1. Consider having food and beverages constant throughout the day for participants. Let your attendees know if you will be providing lunch, or if they should bring their own.
	2. Provide additional information to external registrants, such as directions to your facility and parking information.
	3. Consider providing highlighters/pens so attendees can take notes.
4. **ASK QUESTIONS!**
	1. Please contact Kayla Moor at kmoor@orthonurse.org with ANY questions or concerns. If something is unclear, please don’t hesitate to reach out.