



Would you like to hold a Professional Day?

Below are the guidelines to assist you.

Guidelines for holding a professional day.

If possible form a committee to assist with organising the event.

~ Find a venue suitable for holding the professional day. There is usually an average of 20-50 delegates attending. Your health facility usually has rooms available at a low cost or will let you use the facility free.

~ Talk to colleges and ask them to present. You can have a topic or elect to have speakers on different topics. You will need at least 5 speakers.

~ The cost of holding the event is to cover meals coffee, tea. This is kept at a minimum usually around \$20-\$40 for those attending. A local caterer is usually used (hospital or local cafe) for morning tea and lunch. Should there be an extra cost ENPA will cover this.

~ If you wish to have Raffles and lucky door prizes are organised by your committee. (Local business often donate prizes, you just need to ask.)

Once you have a venue and speaker contact the Secretary at ENPA so the flyers can be printed and sent out.

~ Delegates register and pay the monies to ENPA.

You may collect the payment on behalf of ENPA.

~ If a deposit is required for the venue or need to purchase an item contact the treasurer of ENPA so payment can be made. For any other expenses keep all the invoices and you will be reimbursed.

~ You DO NOT open a bank account in the name of ENPA as we need to account for all monies.

There is always someone to talk to and get guidance from if holding an event.

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