



**ANNA**  
American Nephrology  
Nurses Association

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Revised Procedure .....	1/25
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Substituted for .....	10/23
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## **POLICY & PROCEDURE**

<b>CHAPTER TABLE AT ANNA NATIONAL MEETINGS</b>
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### **POLICY**

Chartered chapters may request permission to host a table at the National Symposium and Nephrology Nursing Summit.

### **PROCEDURE**

Chapters interested in requesting permission to host a table at ANNA National Meetings must follow the guidelines listed below:

1. Requests must be made in writing via email to the Chief of Staff at the ANNA National Office.
2. Table space is limited and may not be available for all chapters that desire to host a table. Consideration will include the amount of table space available, timeliness of the request, past participation, location of meeting, etc.
3. Requests must include a list of items to be sold, raffled, or distributed at the table to ensure there is no potential conflict with any other items being sold, raffled, or distributed at the meeting.
4. Tables may not be used for the purpose of campaigning or advocating for a candidate in ANNA's election.
5. Use of ANNA's official logo on any items must follow guidelines within Policy and Procedure 1.07, *Distribution & Use of Official ANNA Logo*.
6. All representatives participating at the chapter table must be current members of ANNA and a registered participant at the National Symposium or the Nephrology Nursing Summit where they are hosting a table.
7. Chapters will be responsible for the storage and security of any items being displayed, sold, etc. ANNA is not responsible for storage, damage, or theft of items.
8. ANNA will not provide any financial assistance to chapters hosting tables.

9. Chapter sales may take place during breaks and when the exhibit hall is open. Sales may not take place during sessions. Specific times for sales will be determined by the ANNA National Office.
10. The ANNA National Office will determine the location of chapter tables, which may vary depending on hotel or convention center space.
11. If the facility where the ANNA National Meeting is charging ANNA for table rental, ANNA reserves the right to pass along the charge to the chapter.