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POLICY & PROCEDURE

CHAPTER MEETINGS: SCHEDULING TO AVOID CONFLICT WITH NATIONALLY SPONSORED PROGRAMMING

POLICY

Chapters should not schedule program dates that conflict with national ANNA programs [i.e., National Symposium, Nephrology Nursing Summit, and any other meetings initiated by the National Office and as published in all its media outlets)].

PROCEDURE

1. Chapter Presidents and Chapter Program Coordinators should check the sites and dates of all confirmed nationally sponsored ANNA programs on ANNA's website, in the *ANNA Update*, and in the calendar section of ANNA's Executive Directory and Calendar.
2. A chapter may schedule a local chapter meeting in conjunction with an ANNA Webinar.
3. Before finalizing the dates for chapter programs, Chapter Presidents should check with the National Office or on ANNA's website to verify that the proposed dates do not conflict with any nationally sponsored ANNA programs.
4. Corporate-sponsored chapter programs held on the same dates and in the same city as ANNA's National Symposium or Fall Conference will not be permitted.
5. Chapters that have seasonal restraints in the planning and scheduling of meetings that may be in conflict with other ANNA scheduled meetings should submit their concerns in writing to their assigned ACST Leader who will consult with the ACST Chairperson.
6. If a proposed chapter program is deemed to be in conflict with a nationally sponsored ANNA program, the Chapter President will be notified by the assigned ACST Leader with a request to reschedule the program.