

July 3, 2008

Pascal Rod  
Executive Director  
International Federation of Nurse Anesthetists  
133 Avenue Irène  
78670 Villennes sur seine  
France

**Re: 5<sup>th</sup> International Nurse Practitioner/Advanced Practice Nursing Network (INP/APNN) Conference  
September 17 – 20, 2008, Toronto, Canada**

Dear Mr. Pascal Rod:

On behalf of the Organizing Committee, it is a pleasure to provide your letter confirming the details of your speaking engagement at the 5<sup>th</sup> ICN International Nurse Practitioner/Advanced Practice Nursing Network (INP/APNN) Conference. The 5<sup>th</sup> ICN INP/APNN Conference, hosted by the Canadian Nurses Association and the Canadian Association of Advanced Practice Nurses, will take place from September 17 – 20, 2008 in Toronto, Canada.

### **IMPORTANT DEADLINES SUMMARY**

<b>Speaker Registration</b>	July 25, 2008	<input type="checkbox"/>
<b>Accommodation Booking</b>	August 17, 2008	<input type="checkbox"/>
<b>Abstract Submission</b>	July 25, 2008	<input type="checkbox"/>
<b>PowerPoint Submission</b>	September 1, 2008	<input type="checkbox"/>

### **SPEAKER REGISTRATION**

To register as a Complimentary Speaker, please visit (You can copy and paste into your internet browser): [https://events.iconsweb.net/ei/getdemo.ei?id=19&s=\\_2NK0NIN3N](https://events.iconsweb.net/ei/getdemo.ei?id=19&s=_2NK0NIN3N)

Your password is: **inp08comp**

Instructions:

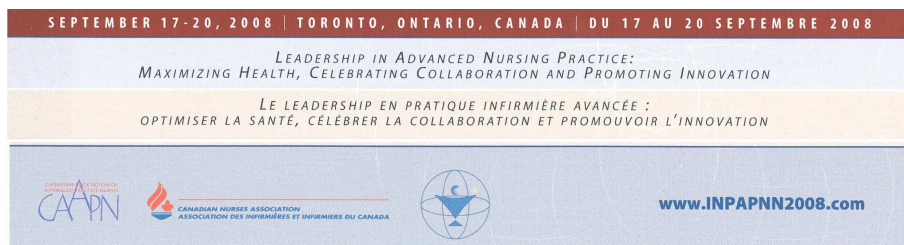
- Enter your Demographic details and continue through the form.
- Once you reach the 'Registration Type' page please select Invited Speaker.
- All speakers must be registered by **July 25, 2008**.

### **ACCOMMODATIONS**

The INP/APNN 2008 Conference has secured special Conference rates with the Westin Harbour Castle. All INP/APNN 2008 guests have the opportunity to stay on-site. Guest rooms are limited

### **Conference Secretariat:**

**5<sup>th</sup> International Council of Nurses International Nurse Practitioner/Advanced Practice Nursing Network (INP/APNN)**  
International Conference Services Ltd., 2101 – 1177 West Hastings Street, Vancouver, BC Canada V6E 2K3  
Phone: +1 (604) 681-2153 • Fax: +1 (604) 681-1049 • Website: [www.INPAPNN2008.com](http://www.INPAPNN2008.com)



and it is important to reserve your room early. Hotel reservations can be easily made on the Conference website at [www.ipnapnn2008.com](http://www.ipnapnn2008.com) under the Accommodations Tab.

### **SPEAKER INFORMATION**

Your Speaker Presentation details are outlined below; please review them carefully as this is how your information and presentation will appear in the On-Site Program.

### **SPEAKER PRESENTATION DETAILS**

If there is data missing or changes required in the grid below, please email the information to Ron Boaz at [ron@icsevents.com](mailto:ron@icsevents.com) to ensure it is included in the On-Site Program.

<b>Speaker Name:</b>	<b>Pascal Rod</b>
<b>Speaker Organization:</b>	<b>International Federation of Nurse Anesthetists</b>
<b>Session Date:</b>	<b>September 18, 2008</b>
<b>Session Name:</b>	<b>Leadership Panel</b>
<b>Session Time:</b>	<b>11:00 - 12:30</b>
<b>Presentation Title:</b>	<b>Please Advise</b>
<b>Presentation Time:</b>	<b>To be Advised</b>

- If any of the details listed above are incorrect, please contact me via email: [ron@icsevents.com](mailto:ron@icsevents.com) or via phone: +1-604-681-2153.
- Should your Session change, you will be notified by International Conference Services (ICS) prior to the Conference.
- Your presentation room will be the Metro Ballroom, main level of the Westin Harbour Castle Conference Centre.

All Speakers must report to the Speaker Ready Room in the **Bay Room**, lower level of the Conference Centre at **The Westin Harbour Castle** at least 12 hours prior to their scheduled presentation, to finalize their presentation and check to ensure it is working correctly. Your cooperation with this matter is vital to the consistent flow and overall success of the Conference!

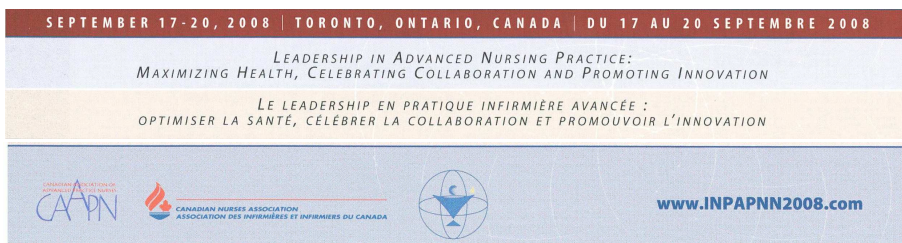
If you are unable to report to the speaker ready room during the times noted above, please email [ron@icsevents.com](mailto:ron@icsevents.com) to arrange another method of submitting your presentation.

### **ABSTRACT**

We request that you provide an abstract of your presentation by **July 25, 2008**. You will be required to sign a release form authorizing the Conference to publish your abstract and any presentation materials (except PowerPoint Presentation) on the Conference Website, On-Site Program and the Abstract Book. Please email your abstract by July 25, 2008, to Ron Boaz at [ron@icsevents.com](mailto:ron@icsevents.com). This abstract may be included in the Book of Proceedings.

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### **AUDIO VISUAL (AV) AND SEATING**

All Speaker Rooms will be equipped with:

1. One podium and microphone
2. Panel seating with microphones (Plenary Sessions only)
3. Floor microphones to field questions from the audience
4. LCD projector and screen
5. PC Laptop computer with MS PowerPoint 2003+ capabilities

In order to maintain a smooth flow within the Conference Sessions, it is important that Speakers conform to the AV equipment as outlined above. **If you require any other AV equipment, you must contact ICS immediately at: [ron@icsevents.com](mailto:ron@icsevents.com).** Additional equipment may not be available on-site.

### **POWERPOINT PRESENTATIONS**

PowerPoint Presentations can be submitted in one of three ways. The first is through the **FTP site (preferred)**: Instructions for uploading your presentation to the FTP site will be sent to you in the following weeks. The second is via email to [ron@icsevents.com](mailto:ron@icsevents.com). Lastly, you may mail your presentation on CD to the address at the bottom of the page. **ALL PRESENTATIONS MUST BE SUBMITTED TO ICS BEFORE SEPTEMBER 1<sup>ST</sup>, 2008.**

For general Conference information or a copy of the Scientific Program, you may wish to refer to the Conference website at <http://www.inpapnn2008.com/> or contact the Conference Manager, Blair Hiltz at [blair@meet-ics.com](mailto:blair@meet-ics.com).

### **GRANT**

The conference will provide you with a grant of \$1,000 CDN to help offset the cost of travel, hotel registration, and other expenses. In addition, you will receive complimentary registration for the conference. The grant will be made payable to you on your arrival at the conference.

We would like to thank you in advance for your participation at the 5<sup>th</sup> ICN INP/APNN Conference and look forward to working with you on this exciting event.

Best Regards,

Ron Boaz  
INP/APNN 2008 Speaker Manager  
[ron@icsevents.com](mailto:ron@icsevents.com)

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## INFORMATION WAIVER RELEASE FORM

I, **Pascal Rod**, agree to speak at the 5<sup>th</sup> **International Nurse Practitioner/Advanced Practice Nursing Network (INP/APNN) Conference** and authorize the Conference Chair to post and/or distribute my abstract on their website, newsletter and/or for any other promotional/educational purposes.

**Speaker Name:** Pascal Rod  
**Speaker Organization:** International Federation of Nurse Anesthetists  
**Session Date:** September 18, 2008  
**Session Name:** Leadership Panel  
**Session Time:** 11:00 - 12:30  
**Presentation Title:** **Please Advise**  
**Presentation Time:** To be Advised

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Speaker's Signature

Date

**Please sign and return this waiver by fax to +1-604-681-1049 by July 25, 2008.**

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