



Guidelines for Hosting MSRC Meetings

Purpose: To provide guidelines for M.S.R.C. educational events to ensure the highest quality education experience for the attendee and maintain continuity amongst the M.S.R.C. educational opportunities.

- **General**

- M.S.R.C. live regional offerings should honor a “black out window” of 30 days before and after statewide meeting offerings in which no districts will offer conferences/educational presentations.
- As an AARC state affiliate, all educational offerings provided/sponsored by the MSRC should be submitted to the AARC for CRCE approval (not the MBRC).
- AARC member discount cost for all events (Registration fee and discounted fee) should be offered whenever feasible.
- Registration/Attendance fees should be set at rates appropriate for the market.
- Every attempt should be made to maintain at least equal revenue vs. expenses (break-even).
- Marketing is an important key to the success of regional meetings. A minimum of 60 days of marketing prior to the event is recommended.

- **Specialty CRCE Schedule**

- In order to stay consistent with current AARC educational guidelines, a minimum of 3 qualifying CRCE be dedicated to the designated specialty CRCE. This can be accomplished in a manner that best suits the individual district. The annual rotation of these specialties is as follows:

	2016	2017	2018	2019	2020	2021
District 1	ACCS	*no requirement	AE-C	AE-C	NPS	ACCS
District 2	NPS	ACCS	*no requirement	PFT	AE-C	NPS
District 3	AE-C	NPS	ACCS	*no requirement	PFT	AE-C
District 4	PFT	AE-C	NPS	ACCS	*no requirement	PFT
District 5	*no requirement	PFT	PFT	NPS	ACCS	*no requirement

- The M.S.R.C. intends to market and promote these specialty offerings well in advance. As such, strict adherence to this schedule is required.
- Costs associated with recruiting content experts in the specialty areas will be provided to the districts as needed. These monies will come from the current fall symposium budget.

- **Honorarium**
 - A general cap for Honoraria at both the state and district meetings for local (in state) presenters is recommended:
 - District Meetings: Honoraria not to exceed \$150
 - State Meetings: Honoraria not to exceed \$350