



The Canadian Association of Critical Care Nurses

Policy Statement

CACCN Tuition Coupons

The Canadian Association of Critical Care Nurses, in conjunction with the Dynamics of Critical Care Conference, provides tuition discount coupons to offset the cost of the conference tuition fees.

Guidelines:

- Tuition coupons are for full or partial tuition.
- Coupons are valid on early bird tuition only.
- Tuition coupons may only be used by active/current members of the Association.
- Tuition coupons are non-transferrable, unless otherwise stated.
- Coupon codes may only be used once.
- Coupons are not redeemable for cash and cannot be used for used for dinner, tour, hotel or other conference activities.
- Unused tuition coupons do not carry over from year to year.
- Exceptions to this policy must be approved by the CACCN National Board of Directors.

Tuition coupon values are determined annually by the CACCN National Board of Directors.

CACCN Tuition Coupon Type

National Office Coupons

The Canadian Association of Critical Care Nurses issues the following tuition coupons:

- **National Board of Directors**
 - Full value of conference tuition fees
 - Coupons must be used by the early bird tuition deadline.
 - Coupons are non-transferrable
- **Editorial Review Board - Dynamics, Journal of the CACCN**
 - **Editor:**
 - Full value of conference tuition fees

- Coupons must be used by the early bird tuition deadline.
 - Coupon is non-transferrable
- **Editorial Review Board Members:**
 - Partial value of conference tuition fees
 - Coupons must be used by the early bird tuition deadline.
 - Coupon is non-transferrable
- **Chapter President**
 - Full value of conference tuition fees
 - Coupons must be used by the early bird tuition deadline.
 - Coupons may only be used by the Chapter President or a Member of the Chapter Executive, **who will be attending** Chapter Connections Day
- **Chapter Recruitment and Retention Coupons**
 - Chapters may receive tuition coupons based on annual recruitment and retention numbers.
 - Recruitment and retention numbers are calculated at fiscal year-end (March 31).
 - CACCN National utilizes a formula for determining tuition coupons provided. Refer to CACCN Document: Chapter Recruitment and Retention Awards
 - Chapters are eligible to receive:
 - Full value coupons for early bird conference tuition fees
 - Partial value coupons for early bird conference tuition fees
 - Coupons may not be distributed to conference attendees who are **not current/active** member of CACCN at the time of distribution by National Office
 - Chapters determine how the Chapter Recruitment and Retention Awards are distributed – via selection, draw, etc.
 - Coupons must be used by the early bird tuition deadline.
 - Coupon codes may only be used once
 - Chapters are required to provide CACCN National Office with a list of members who will utilize the tuition coupons
- **National Board of Directors – Contest/Draw specific prizes:**
 - Tuition coupons may be provided as a contest or draw prize.
 - Coupons may be full or partial value of conference early bird tuition fees
 - Recipient must be a member of CACCN at the time the coupon is awarded and when utilizing the coupon the following year
 - Coupons must be used by the early bird tuition deadline.
 - The coupon must be used for the Dynamics conference for which it is awarded (i.e. awarded at Dynamics 2015, must be used for Dynamics 2016)
 - Coupons are transferrable **upon request** to a current active member of CACCN

Dynamics of Critical Care Conference Coupons

- **Dynamics Conference Planning Committee**
 - Conference planning committee will receive full early bird tuition coupons for their participation on the planning committee
 - Coupons may only be used by the committee member noted on the coupon
 - Coupons must be used by the early bird tuition deadline.
 - The coupon cannot be carried over from one year to the next and must be used for the Dynamics conference where the member is on the planning committee. (i.e. provided for Dynamics 2015 planning committee, must be used for Dynamics 2015)

- Coupons are non-transferrable
- **Dynamics Conference Tuition Recipient**
 - Annually at the conference closing ceremonies, the Dynamics Planning Committee Chair for the following year, will conduct a free tuition draw for their conference.
 - Full early bird tuition fees
 - Recipient must be a member of CACCN at the time the coupon is awarded and when utilizing the coupon the following year
 - Coupons must be used by the early bird tuition deadline.
 - The coupon must be used for the Dynamics conference for which it is awarded (i.e. awarded at Dynamics 2011, must be used for Dynamics 2012)
 - Coupons are transferrable **upon request** to a current active member of CACCN
- **Conference Speakers – Invited**
 - Conference speakers do not receive tuition coupons
 - For honorarium information refer to the CACCN Speakers Grid
- **Facilitators – Mastery Sessions**
 - Session facilitators may receive a partial tuition coupon for their participation at the conference
 - Partial tuition may be equal to or less than one day conference tuition.
 - Facilitators must be a member of CACCN to use the tuition coupon.
 - Coupon guidelines:
 - Coupons are provided to the first author, however may be used by any authors participating in the presentation
 - First Authors will advise CACCN National Office if an author other than the first author will utilize the coupon
 - Coupons are abstract 'specific'.
 - Coupons may only be used by authors listed on the original abstract submission – additional authors may not be added to the abstract submission after the abstracts submission deadline.
 - Coupons must be used by the early bird tuition deadline.
 - Coupons may only be used once.
 - Coupons may not be split between presenters.
 - Coupons are non-transferrable to other speakers/conference registrants who are not directly involved with the specific presentation
 - For additional information relating to session facilitators, refer to the CACCN Speakers Grid
- **Conference Abstract Presenters – Oral and Poster**
 - Conference abstract presenters (oral / poster) receive a tuition coupon for their participation at the conference
 - One partial tuition coupon is provided for each oral/poster presentation
 - Partial tuition may be equal to or less than one day conference tuition
 - Conference Abstract Presenters must be a member of CACCN to use the tuition coupon.
 - Coupon guidelines:
 - Coupons are provided to the first author, however may be used by any authors participating in the presentation
 - First Authors will advise CACCN National Office if an author other than the first author will utilize the coupon
 - Coupons are abstract 'specific'.
 - Coupons may only be used by authors listed on the original abstract submission – additional authors may not be added to the abstract submission after the abstracts submission deadline.



- Coupons may only be used once.
 - Coupons must be used by the early bird tuition deadline.
 - Coupons may not be split between presenters.
 - Coupons are non-transferrable to other speakers/conference registrants who are not directly involved with the specific presentation
- **Dynamics Planning Committee:**
 - Should planning committees wish to provide tuition coupons, the following guidelines are in place:
 - Planning committee must contact CACCN National Office and the Chair, National Conference Committee, regarding granting of coupons for reasons other than those noted above.
 - Coupon may be full or partial value of conference tuition fees,
 - Coupon may only be used by the recipient noted on the coupon
 - Coupons must be used by the early bird tuition deadline.
 - Coupon is non-transferrable

CACCN Tuition Coupon Allocation

The Canadian Association of Critical Care Nurses, in conjunction with the Dynamics of Critical Care Conference, allocates the following financial responsibilities for providing payment for the cost of the conference tuition fees:

CACCN National Office:

- National Board of Directors
- Chapter Presidents and Chapter Recruitment and Retention Awards
- Editor – Dynamics Journal and Editorial Review Board
- Contest/Draw Prizes
- Tuition coupon values are reimbursed by CACCN National to the Dynamics Account after the conference concludes

Dynamics Planning Committee:

- Dynamics Planning Committee
- Dynamics Conference Tuition Draw
- Abstract Presenters

Revised by the CACCN Board of Directors March 10, 2017

