



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.
- Coupons may not be used for dinner, tour, hotel or other conference activities.
- Coupons are not redeemable for cash.
- Unused tuition coupons do not carry over from year to year.
- Tuition coupons are non-transferrable.
- Coupon codes may only be used once.
- Tuition coupons may only be used by active members of the Canadian Association of Critical Care Nurses.
- 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

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

- **National Board of Directors**
 - Full value of conference tuition fees
 - Coupons may only be used by the National Board of Directors
 - Coupons are non-transferrable
- **Chapter President**
 - Full value of conference tuition fees
 - Coupons may only be used by the Chapter President or a Member of the Chapter Executive, who will be attending Chapter Connections Day

- **Chapter Tuition Coupons**

- Chapters may receive tuition coupons from National Office to attend the conference
 - The number and discount amount for the coupons is at the discretion of the Board of Directors
 - When chapters receipt a coupon or coupons, they may determine how the coupons will be distributed (draw, etc)
 - Coupons may only be used by an active chapter member of the Canadian Association of Critical Care Nurses
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- **Dynamics Local Operations Committee (LOC)**

- Conference planning committee will receive tuition coupons for their participation on the planning committee
- Coupons may only be used by the committee member noted on the coupon
- 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 value of conference tuition fees
- Recipient must be a member of CACCN at the time the coupon is awarded.
- Recipient must be a member of CACCN to use the tuition coupon.
- 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)
- Coupon is non-transferrable

- **Conference Abstract Presenters – Oral and Poster**

- Conference abstract presenters (oral / poster) may receive tuition coupons for their participation at the conference
- One partial tuition coupon is provided for each oral/poster abstract submitted
- 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 that particular 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 once.
 - Coupons may only be used by authors listed on the original abstract submission.
 - Coupons are non-transferrable to other speakers/conference registrants who are not directly involved with the specific presentation

- **Other**

- **National Board of Directors – Contest specific prizes:**

- The CACCN National Board of Directors may provide tuition coupons as a contest prize.
- Coupons may be full or partial value of conference tuition fees
- Coupons may only be used by the recipient noted on the coupon



- Recipient must be a member of CACCN at the time the coupon is awarded.
 - Recipient must be a member of CACCN to use the tuition coupon.
 - The coupon must be used for the Dynamics conference for which it is awarded (i.e. awarded for Nursing Week 2012, must be used for Dynamics 2012)
 - Coupons are non-transferrable
- **Dynamics Planning Committee:**
 - Should planning committees wish to provide tuition coupons, the following guidelines are in place:
 - Planning committee must contact the Dynamics Director regarding granting of coupons for reasons other than speakers.
 - Coupon may be full or partial value of conference tuition fees,
 - Coupon may only be used by the recipient noted on the coupon
 - 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
- Nursing Week Contest Recipient
- Chapter Presidents and Chapters
- Contest Prizes
- Tuition coupon funding is paid by CACCN National to the Dynamics Account after the conference concludes

Dynamics Planning Committee:

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

***Revised by the CACCN Board of Directors
March 2019***

