2014 Membership Assembly
FAQs: Expenses, Participation and Registration

EXPENSES AND PARTICIPATION

What expenses is ANA covering for Membership Assembly Representatives to participate in the Membership Assembly meeting?

In accordance with the current ANA Travel Policy, ANA is paying air and ground transportation and two nights’ hotel accommodations for the two representatives from each Constituent or State Nurses Association (C/SNA) and the Individual Member Division (IMD) and the one representative from each Organizational Affiliate (OA). In addition, breakfast and lunch will be provided on Friday and Saturday. Please refer to the ANA Board of Directors Policy, Expense Policy for ANA Membership Assembly Meetings, which is attached below.

What expenses is ANA covering for the Chief Staff Officer of a C/SNA or OA to participate in the Membership Assembly meeting?

The C/SNA or OA is responsible for all expenses associated with their chief staff officer’s participation in the Membership Assembly except for the breakfast and lunch provided on Friday and Saturday. If the chief staff officer is also the Membership Assembly Representative, please refer back to the previous question for the expenses that are covered.

How do Membership Assembly Representatives secure travel arrangements and hotel accommodations?

Registration for the Membership Assembly will open on Wednesday, March 5, 2014; instructions on how to register and travel information will be provided at that time.
**How many seats are available for observers?**

A limited number of seats will be available for observers. Requests to observe will be accepted beginning Monday, March 5, 2014. Requests must be submitted to leader@ana.org by 5:00pm Eastern Time on Friday, May 16, 2014.

**What is the process for requesting to observe?**

Requests to observe, for both ANA members and non-members, must be submitted to leader@ana.org and must include the following information:

- Full name
- ANA Membership Number *(if applicable)*
- Affiliation
- Mailing address
- Phone number
- E-mail address

Due to space constraints, requests will be considered on a first-come-first-served basis. ANA members will be given preference over requests from non-members. **Individuals should not proceed with plans to observe until they have received confirmation that their request has been processed and approved.** Please refer to the policies on ANA member and non-member requests to observe, which are attached below.

**Is there a registration fee for observers?**

Yes, the registration fee for an observer is $300.00.

**Is there a deadline for submitting a request to observe?**

Yes, all requests to observe the Membership Assembly meeting must be received by ANA no later than 5:00pm Eastern Time on Friday, May 16, 2014 *(4 weeks prior to the MA meeting)*. Please refer to the policies on ANA member and non-member requests to observe, which are attached below.

**If my request to observe is approved, how do I register?**

Upon approval from ANA, observers will receive e-mail instructions on how to register for the Membership Assembly meeting.

**What information do I need to register?**

Please have credit card information, as well as your arrival and departure dates, available when you log onto the registration site.
REGISTRATION

When will registration for the Membership Assembly open?

The registration site for the Membership Assembly and related events will open on Wednesday, March 5, 2014. Please watch your email inbox!

When will on-line registration close?

On-line registration will close on Friday, May 16, 2014 at 5:00pm Eastern Time. Registration will still be possible onsite.

How do Alternate Membership Assembly Representatives register?

Alternate Membership Assembly Representatives, for the purposes of Membership Assembly registration, are treated as observers. A request to observe must be submitted per the attached policy. When an Alternate must replace a registered Representative, the C/SNA, IMD, or OA should inform ANA at leader@ana.org, so that the registration of the Alternate can be facilitated.

How do C/SNA Presidents, who are not serving as Membership Assembly Representatives, register?

C/SNA Presidents, who are not serving as Representatives and who would like to attend the Membership Assembly meeting, are treated as observers for the purposes of Membership Assembly registration. A request to observe must be submitted per the attached policy.

Why do I need to provide a credit card for my hotel reservation?

A credit card is provided as a guarantee for your arrival. If a reservation is not guaranteed, the hotel is under no obligation to hold the reservation. If ANA is paying for a portion of your stay, those nights will be billed directly to ANA and will not be charged to your card.

Why do I have to use ANA’s travel agency – MacNair Travel Management?

If ANA is paying for your travel, you are required to use ANA’s travel agency because the travel is directly billed to ANA. ANA will not provide travel reimbursement for travel booked through any other service.
Why is it that when I log onto the registration site, I do not see all of the events listed on the schedule-at-a-glance that I received?

The registration site has been customized so that each registrant sees only those events in which he/she is permitted to participate. Therefore, you may see different events than a colleague.

Who can assist me if I have questions?

For questions about your attendance at the Membership Assembly meeting, please contact Christopher Etienne (Christopher.etienne@ana.org) in Leadership Services.

For questions about the registration site, please contact LaShawn Dunbar in ANA Meeting Services (LaShawn.Dunbar@ana.org)

Attachments:

- ANA Board of Directors Policy, Expense Policy for ANA Membership Assembly Meetings
- ANA Membership Assembly Policy, ANA Member Requests to Attend the ANA Membership Assembly
- ANA Membership Assembly Policy, Non-Member Requests to Observe the ANA Membership Assembly
In accordance with the ANA Bylaws (Article III, Section 8.a), \textit{the ANA Membership Assembly shall hold one meeting per year for which ANA shall pay expenses consistent with ANA’s expense policy}. The annual meeting of the ANA Membership Assembly may be face-to-face or virtual.

This policy identifies criteria for ANA’s payment of expenses related to participation in ANA’s Membership Assembly by Constituent and State Nurses Association (C/SNA), Individual Member Division (IMD), and Organizational Affiliate (OA) Representatives, and ANA’s Board of Directors (Referred to as “Representatives”); past ANA presidents; chief staff officers of the C/SNAs and OAs; and Invited Guests.

This policy also clarifies ANA’s responsibility for payment of expenses related to ANA-Member and Non-Member Observers’ attendance at the ANA Membership Assembly.

This expense policy will ensure that a) adequate cost controls are in place, b) travel and other expenditures are reasonable and necessary, and c) there is a uniform and consistent approach for timely reimbursement of authorized expenses.

\textit{ANA Membership Assembly Representatives}

The ANA Board of Directors will exercise its discretion regarding the payment of travel, hotel, and food costs (“expenses”) for Representatives for each ANA Membership Assembly meeting and may in accordance with this expense policy, require C/SNAs, the IMD, and OAs to pay a portion of the expenses for their respective Representatives. In doing so, the ANA Board of Directors will weigh the following factors:

1. Work to be completed by the ANA Membership Assembly if ANA pays for Representatives’ expenses.
2. ANA’s overall budget and the availability of funds to pay for Representatives’ expenses.
3. The impact on attendance at the ANA Membership Assembly if ANA pays for the
Representatives’ expenses.
4. The impact on C/SNAs, the IMD, OAs, and the meeting outcomes if ANA pays only a portion of Representatives’ expenses.
5. The impact on ANA, C/SNAs, the IMD, and OAs if ANA does not pay for Representatives’ expenses.
6. The impact of holding the meeting virtually.
7. The impact of holding the meeting in a location other than the Washington, D.C. metropolitan area.

Based upon the above considerations, the ANA Board of Directors will make a determination during ANA’s annual budget process regarding payment for Representatives’ expenses so that C/SNAs, IMD, and OAs will know in advance the level of financial support for the annual ANA Membership Assembly.

Past ANA Presidents
The Association will reimburse Past ANA Presidents for all reasonable expenses related to their participation in the annual ANA Membership Assembly in accordance with ANA’s Travel Policy.

Chief Staff Officers and Invited Guests
Chief staff officers of a C/SNA or an OA and invited guests are responsible for all expenses associated with their participation in the annual ANA Membership Assembly.

ANA-Member and Non-Member Observers
All observers, both ANA-members and non-members, are required to pay a fee to cover the cost of printed materials and/or food and beverages and are responsible for all expenses associated with their attendance at the annual ANA Membership Assembly.

ANA Approved Travel Provider
ANA has a contract with MacNair Travel to provide full service travel support for making business travel arrangements. This service must be used to make airline, train, or rental car reservations when traveling on ANA business.

Travel Reimbursement
The Association will reimburse ANA Membership Assembly Representatives for all reasonable expenses related to the participation in the ANA Membership Assembly in accordance with the ANA Travel Policy. A travel reimbursement form will be provided. A copy of all substantiating receipts must be submitted with the travel reimbursement form. Expenses that are not submitted for reimbursement within 60 days of the travel end date will not be reimbursed. ANA assumes no obligation to reimburse for expenses not in compliance with travel or expense policies.
Title: ANA Member Requests to Attend the ANA Membership Assembly

Source: ANA Membership Assembly

Date: December 6, 2013

Replaces: June 28, 2013

Policy/Position:

1. Pursuant to the ANA Bylaws (Article III, Section 3.d.4) members of the Constituent and State Nurses Associations (C/SNAs) and the Individual Member Division (IMD) may attend the ANA Membership Assembly as determined by policy.

2. ANA members wishing to attend the ANA Membership Assembly must submit a request to leader@ana.org and include the following information:
   - Full name
   - ANA membership number
   - C/SNA or IMD affiliation
   - Mailing address
   - Phone number
   - E-mail address

3. All requests must be received at ANA four (4) weeks prior to the ANA Membership Assembly.

4. Requests that are received less than four (4) weeks prior to the ANA Membership Assembly and onsite requests may not be considered.

5. Due to space constraints, requests to attend will be considered on a first-come-first-served basis. ANA members shall be seated in a separate area in the gallery with other observers.

6. ANA members should not proceed with plans to attend until the request has been approved by ANA.

7. ANA members are required to pay a fee to cover the cost of printed materials and/or food and beverages and are responsible for all expenses associated with their attendance at the ANA Membership Assembly (e.g., travel and lodging).

8. ANA members may be granted permission to speak at the ANA Membership Assembly meeting at the discretion of the Chair, but shall speak only once to a question and only after all Representatives wishing to speak have had the opportunity to do so. When giving name and state, ANA members shall indicate that they are not ANA Membership Assembly Representatives.
Title: Non-Member Requests to Observe the ANA Membership Assembly

Source: ANA Membership Assembly

Date: December 6, 2013

Replaces: June 28, 2013

Policy/Position:

1. Requests from non-ANA members wishing to observe the ANA Membership Assembly may be considered at the discretion of the ANA President as chair of the ANA Membership Assembly.

2. In his/her decision making process, the ANA President will consider how the individual’s role as an observer is related to the business of the ANA Membership Assembly.

3. Requests to observe the ANA Membership Assembly meeting must be submitted to leader@ana.org and include:
   - Full name
   - Affiliation
   - Mailing address
   - Phone number
   - E-mail address

4. All requests must be received at ANA four (4) weeks prior to the ANA Membership Assembly.

5. Requests that are received less than four (4) weeks prior to the ANA Membership Assembly and onsite requests may not be considered.

6. Due to space constraints, requests to observe will be considered on a first-come-first-served basis, and non-member observers shall be seated in a separate area in the gallery.

7. Individuals should not proceed with plans to observe until the request has been approved by ANA.

8. Non-member observers are required to pay a fee to cover the cost of printed materials and/or food and beverages and are responsible for all expenses associated with their attendance at the ANA Membership Assembly (e.g., travel and lodging).

9. Non-member observers may be granted permission to speak at the ANA Membership Assembly at the discretion of the Chair, but shall speak only once to a question, and only after all Representatives and ANA members, who have been granted permission to speak, have had the opportunity to do so. When giving name and state, non-member observers shall indicate that they are not ANA Membership Assembly Representatives.