Orientation Guide

Making the Most of Your Annual Conference Experience!

Orientation Guide At-A-Glance

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AORN Surgical Conference & Expo 2015 Orientation Guide

This information has been prepared for all AORN Surgical Conference & Expo 2015 attendees, especially the first-time attendee. The Membership Committee, with input from various Chapter and State Council members, has compiled some tried-and-true tips for you. These tips will make your life a little easier and help make your annual conference spectacular!

Preparing for the AORN Surgical Conference & Expo 2015

- **Check your AORN mailing preference:** Double check your mailing preference (home or work) on your AORN profile. Your mailing preference is where AORN sends your annual conference registration packet and where vendors may send invitations to their focus groups, educational sessions, or events (meetings where they ask for your input on products and events). Make sure that your preferred mailing address is where you want to receive your mail.

- **Plan your week with the New Mobile App:** Have a tentative schedule to minimize that overwhelming feeling of “what do I do now!” Be sure to check out our free conference mobile site to preview sessions, speakers, and plan your schedule. Accessible on any mobile device or desktop computer. There’s so much to do - you’ll want to know in advance what’s happening when. You can also read the online information about education sessions and activities at www.aorn.org/surgicalexpo/schedule/.

- **Watch your e-mail:** Beginning in January, look for important e-mails regarding essential information, updates, etc, for AORN Surgical Conference & Expo 2015. You can also check updates online at www.aorn.org/surgicalexpo.

- **Check out group registration:** You can register three or more people at the same time for a discounted rate. Either download a form for each attendee and send them in together, or register everyone online at www.aorn.org/2015registration/.

- **Register for the Attendee Orientation, Sunday, March 8, 6:45-7:45am, Mile High Room 3-4:** This is a ‘don’t miss’ opportunity to learn tips and tricks from experts that can make your annual conference SPECTACULAR! Register early (www.aorn.org/2015registration/), as space is limited.

- **Connect with an experienced annual conference attendee:** If you don’t know anyone going to the AORN Surgical Conference & Expo 2015, contact Deb Warren (dwarren@aorn.org) and she will “hook you up” with a group or individual.

- **Be sure to pack:**
  - **Business cards** to hand to vendors (or colleagues), especially if you really WANT them to contact you!
  - **Comfortable shoes** (more than one pair).
  - **Light weight jacket or sweater** - Education rooms are generally cool. Dress in layers.
  - **Pre-printed address labels** to stick on your AORN Surgical Conference & Expo 2015 publications or any other material you don’t want to lose.
  - **Snacks** – Remember… thousands of people are taking their lunch break at the same time as you. Bring or purchase ‘snack’ foods to eat and bring some Zip Lock bags to carry your food.
  - **Weather-appropriate clothing** – March in Denver is unpredictable. Average highs are 56 degrees/lows average 25 degrees, with a chance of snow. The good news is, there’s a 69% chance of sunshine!
Starting Out

- Registration (Lobby C)
  - Pre-Registration: If you registered for AORN Surgical Conference & Expo 2015 before January 31, you will receive your registration material (badge, ribbons, event tickets, etc) in the mail at your preferred mailing address (home or work). Be sure to check your information carefully when you receive it to verify that it is correct. **Don't forget to bring everything you received in the mail with you to Denver.** If you need to make changes to your registration information, go to the Registration area.
  - Confirmation: To expedite your check-in process, bring your confirmation e-mail with you to Registration. With this confirmation, you can speed up your check-in process! Simply scan the bar code on your confirmation at the Registration counter to receive your bag and you're on your way! Misplaced your confirmation? You can have another confirmation e-mailed to you. E-mail AORN Customer Service at custsvc@aorn.org or call (888) 266-7644, to request another one.
  - On-site Registration: If you didn't register in advance, no problem! Head directly to Registration and we'll take care of you.

- Ribbons: If you registered in advance, you should receive all of your ribbons in your packet. If this is your first Annual conference, be sure you have a “1st Time Attendee” ribbon. If you are missing any ribbons, visit the Ribbon counter in the Registration area.

- Name badge: Your name badge is your most important identifier.
  - Inside the convention center: You will need to wear your name badge everywhere to be admitted. You will also need your name badge to board the shuttle buses, submit contact hours (CHs) in the Evaluation Center, etc.
  - Blue name badges: Blue name badges are for attendees with titles of managers or above (ie, Manager, Director, VP). If you are a manager, but you do not have a blue badge, stop by Registration.
  - Last your badge? If you misplace your name badge, simply go to Registration and we will be happy to replace it.
  - Outside the convention center: For security purposes, **DO NOT wear your AORN badge outside the convention center!** We don't want people to know you're from out of town.

- Attendee bag: If you received your registration material in advance via mail, you can go directly to the Bag Pick-Up Stations, located in Lobbies A and B, to obtain your attendee bag. If you did not receive your material in the mail, check-in with your e-mail confirmation at Registration and you will receive your bag, badge, and annual conference material.

Inside your attendee bag, you will find important AORN Surgical Conference & Expo 2015 material and information. Some of the items that will assist you throughout the week include

- AORN Surgical Conference & Expo 2015 Program: This is your guide to all education sessions, bus schedules, and location information that you might find useful. There are various tracks to choose from for education (leadership, clinical, etc). Review them and determine what is right for you! Don’t forget… you may attend ANY track you wish or switch tracks at any time.
- AORN Congress Governance Book: This book provides Candidate and AORN Congress business information **important for Delegates.** Bring this to the Forums and House of Delegates.
- AORN Surgical Conference & Expo 2015 Poster Sessions Book: This book includes titles and authors of all posters, instructions on how to evaluate, and much more.
- Convention Center Map: A separate fold-out map showing locations of General Sessions, Business Sessions, Education Rooms, Exhibit Hall, Education Hub, Bookstore, Poster Displays, etc.
- AORN Surgical Conference & Expo 2015 Exhibit Guide: This guide includes all exhibitors, contact information, a map of the exhibit floor, which exhibitors have contact hours, and much more.
Education

AORN Surgical Conference & Expo 2015 is a great opportunity to hear nationally-known speakers, earn contact hours (CHs) for your continuing education, and learn new information to expand your knowledge base.

- **Contact hour verification:** Keep track of your education sessions. All session evaluations for CHs will be done electronically in 2015. You can do this in the Evaluation Center on-site, from your hotel, home, or workplace until midnight (MST), April 10, 2015.

- **Contact Hour Concierge Service:** No time to enter your contact hours or missed the submission deadline? For a $50 administration fee, an AORN Customer Service Representative will enter your contact hours after the online evaluation site closes. Please call Customer Service at (800) 755-2676 or (303) 755-6304 if you require this service.

- **Pre-Conference Certificate Programs:** These intensive learning programs occur on Friday, March 6 and Saturday, March 7, prior to AORN Surgical Conference & Expo 2015 and focus on critical topics for perioperative nurses and leaders. (These programs are not included in the annual conference fee.)

- **6th Annual International Summit – United in the Pursuit of Excellence:** Speakers representing Europe (France and England) and Asia (India and China) will present on Saturday, March 7, prior to AORN Surgical Conference & Expo 2015. (The International Summit is not included in the annual conference fee.)

- **General Sessions:** These educational sessions, which take place in the Bellco Theatre, feature highly recognized speakers and are topics of interest to everyone. Doors open 30 minutes before each program starts, so be sure to arrive early if you want a good seat. Here’s a link to the general session speakers - [www.aorn.org/GeneralSessions/](http://www.aorn.org/GeneralSessions/).

- **Handouts:** Print the handouts for your AORN Surgical Conference & Expo 2015 sessions before you leave for Denver. The handouts will also be available online during and after the annual conference through April 10, 2015 (as provided by speakers). Pre-Conference Certificate Programs, International Summit, OR Executive Summit™, and Leadership Development Summit™ handouts will be distributed in the session rooms.

- **Hot Topic Sessions:** The topics for these sessions are determined closer to AORN Surgical Conference & Expo 2015 and revolve around hot issues that everyone is dealing with in their profession. These sessions fill up fast so arrive early!

- **Know where you are going:** Sessions you want to attend may be located on opposite ends of the convention center. Be sure to check the session room locations, so you can plan your schedule accordingly. Use the Convention Center Map or the mobile planner.

- **Opening Ceremony:** Opening Ceremony is a celebration of perioperative nursing and all that AORN and AORN members have accomplished in the past year. It's exciting and inspirational! 2014-2015 AORN President Victoria M. Steelman, PhD, RN, CNOR, FAAN, will give her presidential remarks and highlight exciting events occurring throughout the week. All first-time attendees are invited to sit in reserved seating during the Opening Ceremony. Please look for AORN staff and volunteers holding ‘First-Time Attendee’ signs. Opening Ceremony is on Sunday afternoon, March 8, in the Bellco Theatre, starting at 1pm! The Opening Keynote speaker, Mike Abrashoff, will follow the Opening Ceremony at 3:15pm.

- **Education Hub:** The Education Hub in Mile High Ballroom 1 is bigger and better than ever. Stop by if a session room is full or if you missed a session you wanted to hear. Use our headphones or bring your own and select from eight sessions playing at the same time. You may earn contact hours for one session per timeframe. In addition to sessions available during concurrent education session timeframes, 11 additional timeframes are available this year.

- **Recordings:** Selected sessions will be recorded as voice over PowerPoint. All sessions with speaker permission will be audio recorded and fully synched to the PowerPoint presentation. If you did not pre-purchase the AORN Surgical Conference & Expo 2015 recordings with your weekly registration, you can purchase full online access or DVDs for a special, on-site price at the Education Session Recordings in Lobby D, near the Bookstore. Both items include online access to the specialized Live Learning Center to earn CHs for the sessions you might have missed.

- **Session Assistant/Moderator:** Consider volunteering to be a session assistant or moderator. You’ll still receive your CHs, but you could also help with traffic (Session Assistant) or assist the speakers (Moderator). To volunteer, contact Susan Love at slove@aorn.org, or visit the Speaker Preparation and Volunteer Check-In room on-site in Room 610/612.
Poster Displays (Lobbies A-F)

Visit the posters! Posters are an effective method of communicating timely and original work in a public forum. They represent ideas in a graphical format, are interactive, and facilitate productive discussion between poster authors and interested colleagues in the perioperative profession. Research, Evidence-Based Practice, and Clinical Improvement/Innovation poster displays will be available for daily viewing during the following times at AORN Surgical Conference & Expo 2015.

Saturday, March 7: 12-5pm
Sunday, March 8 through Tuesday, March 10: 7am-5pm
Wednesday, March 11: 7am-12pm

- **Location:** The posters will be in Lobbies A-F of the convention center.
- **Meet the poster authors:** Poster authors are asked to be at their posters Monday, March 9, from 12-1pm, to answer questions from attendees. If you would like to participate in this, schedule your time accordingly.
- **Poster categories:** Posters are organized according to content and practice area. There are three main categories: Research, Evidence-Based Practice, and Clinical Improvement/Innovation.
- **Poster contact hours:** Each poster session is worth 1.0 contact hours (CHs). Please check the AORN Surgical Conference & Expo 2015 Poster Sessions Book for total CHs available for the poster sessions, along with specific instructions and more information. To earn CHs for the posters, you will need to review and evaluate them in identified session groups (not as individual posters).
- **View posters on your own:** You are welcome to view the posters during any of the times shown above. You do not have to view them all at once; you can come back as many times as you want during the week.
- **Virtual posters:** AORN Surgical Conference & Expo 2015 registrants can review and evaluate the poster sessions virtually starting Saturday, March 7. The link will be provided in the poster book you receive in your attendee bag. Registrants will be able to earn contact hours by reviewing the posters and completing the evaluation anytime between March 7 and April 10, 2015. Viewers of the online poster gallery will enjoy the ease of taking notes and sharing the content with others. Notes and bookmark tools will create a personalized summary of the poster information for you to share with your colleagues or to reference as a concise summary of the great posters you saw at annual conference.
Exhibit Hall (Halls B-E)

The Exhibit Hall at the AORN Surgical Conference & Expo 2015, may be a bit overwhelming when you first arrive. Did you know that AORN uses about the same amount of space for exhibits as it does education? Did you know AORN’s Trade Show is one of the top 250 Trade Shows in the US and the largest medical device show in North America?

One of the most important things to consider about the exhibit floor is why it is there. Though OR staff members and product/service providers may have varying short-term goals and seemingly different priorities, the ultimate joint goals are optimal outcomes and patient safety. Nurses possess knowledge surrounding hundreds of clinical issues, products, and processes. Each of these items and each member of the team are integral to ensuring positive outcomes and safety for patients, staff members, and the facility. Industry, as solutions providers, are partners every step of the way in working toward these same goals.

Tips for navigating the Expo Exhibit Hall

- **Always wear your badge:** You will need it to get into the Exhibit Hall. Exhibitors will also ask to scan the bar code on your name badge to capture your information.
- **Contact hours on the floor:** There are two types of contact hours on the exhibit floor.
  1. Self-study – book or handout
  2. Presentations – you will see a live presentation to receive the contact hours. You usually receive a booklet with an answer sheet that you must complete before you leave that exhibit.

  All contact hours on the exhibit floor are managed by Pfiedler Enterprises, not AORN. Visit [www.aorn.org/ExhibitHallEducation.aspx](http://www.aorn.org/ExhibitHallEducation.aspx) for more information.
- **Don't miss the Sunday night Opening Exhibit Reception, March 8, 4:30-7pm:** After Sunday’s General Session, head upstairs to the Exhibit Hall Opening Reception to start your Exhibit Hall experience. Mingle with colleagues and industry representatives as you enjoy this exciting kick-off event. Snacks and cash bars will be located around the floor. Go online to [www.aorn.org/surgicalexpo/specialevents/](http://www.aorn.org/surgicalexpo/specialevents/) for more details.
- **Encourage recommendations:** If you’re looking for something specific, but can’t find it, ask one of the vendors. It may not be a product they carry, but they probably know someone who does.
- **Find out if your local representatives will be there:** If they are, be sure to visit and thank them for all their support of AORN.
- **Use the map:** Before heading to the Exhibit Hall, take a few minutes, look at the map in the *AORN Surgical Conference & Expo 2015 Exhibit Guide*, as well as the mobile app, and scope out the places you want to go first.
- **AORN Surgical Conference & Expo 2015 web site:** You can find a listing of all exhibitors and search by company or product on our mobile site. Download this free app at [denver.aorn.org/aorn2015/](http://denver.aorn.org/aorn2015/) - you can view information about exhibitors, see where they are located in the Exhibit Hall, add a favorite, etc. Download the mobile app and/or print the list and bring it with you to help ensure you see every exhibitor and product you are interested in.
- **Prioritize:** Look through the *AORN Surgical Conference & Expo 2015 Exhibit Guide* and choose 15 to 20 booths that you want to visit. Stop by the ones that are important to you **first**. If contact hours are your main focus, concentrate on acquiring the educational handouts first, as they go quickly and may run out. Also, put the vendor postcards that you may receive in numeric order (look for the booth number on the postcard) for easy locating on the exhibit floor.
- **Start at one end of the Exhibit Hall and work your way to the other:** 400,000 square feet is a lot of ground to cover. Don't feel you have to cover everything in one day.
- **Be respectful of vendors:** Be respectful and courteous to the vendors. Thank the vendors for their participation. Always remember… AORN Surgical Conference & Expo 2015 would not happen without their support!
Delegate Information

Being selected or volunteering to serve as a Delegate is both an honor and a responsibility. If you are an eligible voting member of AORN (see AORN Bylaws, Article VIII, Section 1, B, for the voting body details - www.aorn.org/Get_Involved/Governance/Bylaws.aspx) and not serving as a Chapter Delegate or Delegate Chair, you will automatically be designated as a Delegate and may attend all business meetings and vote. Stop by the Delegate counter on-site in the Registration area in Lobby C, if you have any questions.

The following provides information about Delegate responsibilities. It is imperative that all Delegates be familiar with the issues being discussed at the business meetings. Prior to AORN Surgical Conference & Expo 2015, the AORN Congress Forums and House of Delegates agenda can be found in the February Journal, online, or on-site in your AORN Congress Governance Book.

- **2015 Congress Delegate Activities:**
  - Saturday, March 7 – 1-3:30 PM - AORN Congress Candidates’ Forum (Mile High Ballroom 3-4)
  - Saturday, March 7 – 4-5 PM - AORN Congress First Forum (Mile High Ballroom 3-4)
  - Monday, March 9 – 8-9:15 AM - AORN Congress First House of Delegates (Mile High Ballroom 3-4)
  - Tuesday, March 10 – 2:30-3:30 PM - AORN Congress Second Forum (Mile High Ballroom 3-4)
  - Wednesday March 11 – 12:15-2:15 PM - AORN Congress Second House of Delegates (Mile High Ballroom 3-4)

- **Wear your name badge** to all business meetings and arrive at least 15 minutes early.

- **Name badge:** Check your badge when you receive it, either in the mail or at AORN Surgical Conference & Expo 2015. If it says “Chapter Delegate,” “Delegate Chair,” or “Delegate,” you are registered as a Delegate. If it says “Delegate,” and you are a Chapter Delegate, you and your Chapter Delegate Chair will need to come to the Delegate Counter at Registration to have it changed.

- **Delegate tips:** Be on time or early and turn off cell phones, pagers, Blackberries, iPads, iPhones, etc.

- **AORN Congress Forums:** The AORN Congress Forums give all members the opportunity to listen and discuss issues informally. No decisions (e.g., voting) are made during the AORN Congress Forums; however, the Forums often help form opinions on topics requiring decisions and votes at the AORN Congress House of Delegates. There is no designated seating in this session.

- **AORN Congress House of Delegates:** These sessions are where Association leaders discuss business and all Delegates vote on issues. Chapter Delegates and Delegate Chairs are seated by state and Delegates have special seating at both House of Delegates. It is the Delegate Chair’s responsibility to make sure that all Chapter Delegates are seated on time. Roll call is performed at the beginning of the First House of Delegates to determine if there is a quorum (i.e., enough Delegates to do business). If you are not able to attend the First House of Delegates where roll call is taken, you can still vote at the Second House of Delegates. Also… never leave the AORN Congress House when a vote is in session.

- **Speaking on the floor:** If you wish to speak at the AORN Congress Forums or AORN Congress House of Delegates, there are microphones dispersed throughout the floor. Simply step up and select the appropriate colored button on the microphone and wait to be recognized from the chair to speak.
  - **Green** is used when you speak in favor of an issue.
  - **Red** is used when you speak in opposition of an issue.
  - **Yellow** is used for inquiry or point of order.

  When you are recognized by your microphone number, begin your remarks with, “President Steelman, my name is XXX and I am speaking on behalf of (myself, Chapter X). I speak (in favor of, against, wish to ask a question, give input)... then give your reason.” (Note: Write something down beforehand to use as a guide.) Remember… ALL members have the right to speak, but only Delegates may introduce motions and vote.

- **All eligible members can vote for Candidates on the National ballot:** Officers, Board of Directors, and the Nominating and Leadership Development Committee will be elected via electronic ballot by all eligible voting AORN members. The online electronic ballot will open February 9 and will remain open until midnight (CST), Tuesday, March 10, the day before the final election results are announced. You may also vote for Candidates on-site at the Voting booths in Lobby D.
Miscellaneous Tips and Tricks

Don’t miss these events!
- Attendee Orientation - Sunday, March 8; 6:45-7:45am (Mile High 3-4)
- Opening Ceremony, Chapter Awards, Award for Excellence in Perioperative Nursing, and Keynote Speaker - Sunday, March 8, 1-4:15pm (Bellco Theatre)
- Exhibit Hall Opening Reception - Sunday, March 8; 4:30-7pm (Exhibit Halls B-E)
- Jerry G. Peers Lectureship and Awards - Monday, March 9; 4:15-5:30pm (Bellco Theatre)
- AORN Foundation Gold Rush Party – Monday, March 9; 8pm–midnight (Chloe Nightclub, 1445 Market Street - ticket required)
- AORN Foundation 5K Run/3K Walk - Tuesday, March 10; 6:30am (Downtown Denver along the Cherry Creek Trail - registration required)
- Foundation Philanthropist Award and AORN Foundation General Session, Tuesday, March 10; 4-5:15pm (Bellco Theatre)
- AORN Foundation Zumba Fitness Class – Wednesday, March 11 at 6:30am (Hyatt Regency Hotel – Mineral Room)
- Closing Education General Session – Wednesday, March 11; 4-4:30pm (Bellco Theatre)
- Closing Ceremony - Wednesday, March 11; 4:30-5:15pm - (Bellco Theatre)

Don’t miss these places and things
- Surgical Conference & Expo 2015 News: The daily annual conference publication that features news coverage on special events, awards, and other highlights. Print and online editions will be available on Sunday, Monday and Tuesday. Wednesday’s issue is online only.
- Fundraising Tables: Be sure to bring your checkbook to shop all the Chapter and State Council fundraising tables. Choose from handmade jewelry, customized OR items, cookbooks, and lots more. Tables will be located in the main concourse between Lobbies D-F.
- Vendor events: Some vendors have networking meetings at AORN Surgical Conference & Expo 2015 and may serve breakfast or other food. Be sure to contact them when you receive your invitations, if you want to attend.
- Silent Auction: Doors open Saturday, March 7, and close Monday, March 9, for the popular AORN Foundation Silent Auction. Take advantage of the opportunity to shop, with more than 200 items to bid on (trips, gift baskets, jewelry, etc). All proceeds go to support AORN Foundation programs. Auction is in Room 501/502.

Tips
- Buses: Shuttle buses are numbered. All buses board in the same area (Lobby B) which can be confusing, so double check that you are on the correct hotel bus. If you want to go to a hotel other than your own (for restaurants or shopping), you may board any of the AORN buses. Check the bus schedule so you arrive back at the convention center in time to catch the bus back to your own hotel. Be aware when the buses STOP running, so you don’t get stranded or get stuck with a large cab fare.
- Bring your laptop: there’s free basic wireless access available throughout the Colorado Convention Center.
- If you want it, buy it right away: If you find something at the AORN Bookstore or at a fundraising table, buy it! Inventory for items is limited, so it may not be there the next time you stop by.
- Know your surroundings: Be familiar with the health care facilities around you. Be prepared!
- Mail Home Center: Located in Room 503/504, the Mail Home Center is a place where you can purchase a mailing box. The box remains at the convention center in a secured area so you can add items to it during the day, and the last day of annual conference, it will be shipped to your home or office – no overweight suitcases and no sore back or shoulders!
- Meals: Put meal times on your schedule (you need to eat) and, when it comes time to eat, don’t be afraid to invite someone to sit with you at a table or ask if you can join a group. AORN members are very friendly and this is a great time to network and make new friends. Don’t forget to use your lunch vouchers in the Exhibit Hall on Monday and Tuesday.
- Mobility Carts: Mobility Carts are available to rent. Visit www.aorn.org/Conference/Travel_and_Hotel/Transportation.aspx to get the form (under Supporting Documents, right corner) for reserving a mobility cart, or email toni@mr-assoc.com. You can also visit the security office in room 711 when you arrive on-site. Reservations are recommended.
- Transportation from the airport: www.aorn.org/Conference/Travel_and_Hotel/Transportation.aspx.