



Information for Regional Conference Host Institution

This document is designed to provide the hosting institution with a checklist of all items and information that will be needed by the RACE Program Administrator in order to put together an application for approved RACE CE credits. *This document is designed for Institutions wishing to host a Regional Conference and wish to complete a co-sponsorship for RACE approved CE.* Important forms and information may be found at <https://azvt.org/Presentation-Info>.

Requested Information:

Information about the Meeting Itself:

- Dates and location** (City/State) for the meeting.
- For *Regional Conferences*, please provide a **Title** for the conference/program.
- Objective statements.** Each Author/Presenter should submit ONE objective statement for each presentation, or if a group of presenters are all speaking on the same topic with the same objective, then these may be included together in a “segment” of the conference. There is a place on the **Regional Conference Presenter Form** for this Statement. *Objective statements “describe concepts and/or skills that participants are expected to obtain upon completion...” of the particular offering (Required by RACE Standards, 2015, Section 8.02, p.8)*
- Method of delivery.** i.e. seminar/lecture, lab/wet lab, web- or teleconference, on-line, etc. *Roundtable discussions are not a RACE approved method of delivery.*

Promotional Presentations: If a presenter works for a company and is presenting material about or for that company, the Method of Delivery designation of this presentation will be “Promotional.” ***This presenter MUST submit their PowerPoint or presentation notes to the RACE Program Administrator*** prior to submitting the application for RACE. If this is not done, RACE-approved CE will not be sought for this presentation. Even with this submission, there is no guarantee that the presentation will qualify for RACE CE. *See Article VIII in the RACE Standards, 2015 (p.8) for more information.*
- Subject matter.** There are three RACE Categories: Scientific, non-scientific-clinical, and non-scientific-practice management/professional development. Please see **Regional Conference Presenter Form** for all categories. Authors/Presenters should fill out this information for themselves when filling out the Submission Form.
- An **agenda.** It is helpful if you include your presenters in the order they will present, or if there are specific sections when speakers will be presenting on the same topic with the same objectives. *Please note: Presentations must be a minimum of 30 minutes long. An additional 5 minutes in between presentations should be allotted for questions and setting up the next presenter.* See **Example Program Agenda** at <https://azvt.org/Presentation-Info>.

- Participant Certificate of Attendance.** *Specific RACE required language is necessary on the Certificate and must be turned in with the application. There is a standard AZVT Certificate of Attendance on file and you may request an example as a template if you are presenting a Regional Conference. Please provide the RACE Program Administrator with your Certificate template if you are presenting a Regional Conference.*
 - Attendance** must be monitored and recorded during the conference. There are a variety of methods to do this, including sign-in sheets each day. Please keep track of all attendees and at the end of the conference, provide PDFs of the scanned sheets to the RACE Program Administrator for the RACE required records. Alternatively, the original forms or copies of original forms can be mailed to the Program Administrator as well. *The AZVT RACE Program Administrator must have copies of these.*
 - Please contact the RACE Coordinator if any of the following apply to or will be provided for the conference:**
 - If any **advertisements** or **promotional materials** will be distributed, *they must first be approved and be in compliance with RACE requirements.*
 - If there is a **co-sponsor** for the conference, *there is a **Co-Sponsorship Information and Agreement Form** that must be filled out.*
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Information about Presenters:

- Name, credentials and education, email, address, and/or other contact information and affiliation(s) for the speaker. See Guest Presenter Submission Form for details.
 - The preferred reference for Presenters is a curriculum vitae (CV).** If a CV cannot be provided, a **Regional Conference Presenter Form** should be filled out by the speaker. *(This is required by RACE).* The RACE Program Administrator will compile a spreadsheet of speaker information.
 - Presenters are automatically approved to present if they are considered to be a “peer” to the other attendees or if they have a higher degree of education.
 - That is; an RVT presenting to an LVT or CVT would be considered a peer. A DVM presenting to a VMD would be considered a peer. A DVM presenting to an LVT or CVT or RVT would be approved due to the higher degree of education.
 - For an R(or L or C)VT to present to a DVM, a **Presenter Recommendation Form** must be filled out by two (2) individuals. These individuals should not be employed by the presenter or the Provider and must be board certified or have advanced degrees in the subject area. This form can be found at <https://azvt.org/Presentation-Info>.
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Important Information for the Hosting Institution:

- The RACE application is due a **MINIMUM of 45 days** in advance of the conference. After that, there is a \$225 late fee assessed, on top of the application fees. Earlier is better!

- Program processing fee (applications submitted 45 days or more in advance) is \$125. Each hour of CE (up to 50 hours) costs \$20.
 - If the conference is between 50 and 99 hours: Admin fee of \$125 + \$500 flat fee for application.
 - If the conference is between 100 and 249 hours: Admin fee of \$125 + \$1000 flat fee for application.
 - If the conference is above 250 hours: Admin fee of \$125 + \$2500 flat fee for application.

For questions or to organize AZVT RACE CE for a Regional Conference, please contact the AZVT RACE Program Administrator:

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