



REQUEST FOR PROPOSAL

VASA 2019 Hands On Practicum on Hemodialysis Access

Deadline for proposals: February 1, 2017

Description:

The VASA Practicum is a two day activity enabling physicians, nurses and technicians to share a platform for hands on training, open discussions and demonstrations of new technology and methods related to vascular access.

The practicum program typically includes:

- Observation and discussion of interesting access procedures
- Learning the techniques to use existing and new devices in live animal laboratory
- Techniques of implanting various graft materials
- “Hands-on” experience with ultrasound and new endovascular techniques
- Separate activities for nurses and dialysis technicians, including assessment of fistulas and grafts, cannulation techniques and participation in procedure discussions and workshops.

Primary Contact:

Email:

Direct Line:

Address:

Brian Doty, CMP, Director of Meetings

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859-977-7446

446 E High St Ste 10

Lexington, KY 40507

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Preferred Dates:

Number of Attendees: 200-250

Exhibit Tables: Space needed for 20 6ft table top exhibits

Preferred Meeting Date(s): May 2 – 4
 May 9 – 11
 May 16 - 18

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Host Site Requirements:

1. Serve as chair of committee in curriculum planning (one member of VASA executive committee to serve as co-chair)
2. Provide ample staff to manage logistics and work with VASA headquarters staff (all sessions must be video recorded)
3. Provide space for educational sessions, exhibits, and social events
4. Coordinate hotel accommodations/room block for faculty and attendees (150 rooms on peak nights should be available)
5. Coordinate transportation where applicable
6. Identify and confirm faculty
7. Solicit sponsors
8. Adhere to agreed upon timeline and budget

Host Site Curriculum Requirements

Clinical information here

VASA Headquarters will provide

1. Attendee and sponsor registration
2. Collection of sponsor forms and fees
3. Payment of incurred costs
4. On site staff for registration assistance and VASA information table

Meeting Agenda:

Thursday					
Start	End	Function	Set-up	Number of ppl	F&B
6:00pm	9:00pm	Welcome Reception	Cocktail Seating	175	Heavy Reception, Bar
Friday					
Start	End	Function	Set-up	Number of ppl	F&B
7:00am	8:00am	Continental Breakfast	Break Set around Exhibit Tables	200	Continental Breakfast
8:00am	5:00pm	Educational Sessions	Various	200-250	AM & PM Breaks (with exhibits)
12:00pm	1:00pm	Lunch	Rounds with Exhibits	200-250	Boxed Lunches
6:00pm	10:00pm	Off Site Event	N/A	200	Dinner
Saturday					

Start	End	Function	Set-up	Number of ppl	F&B
7:00am	8:00am	Continental Breakfast	Break Set around Exhibit Tables	200	Continental Breakfast
8:00am	12:00pm	Educational Sessions	Various	200-250	AM Break (with exhibits)
12:00pm	1:00pm	Lunch	Departures	200	Boxed Lunches
1:00pm	4:00pm	Workshop	Schoolroom	50	Break

Proposal Inclusions:

Please send a proposal addressing the information above and include a program budget and timeline (templates attached)

Final Decision will be made by the VASA Board of Directors following a site inspection completed by one or more of the VASA Executive Committee

Proposals are due VASA Headquarters by February 1, 2017.

Action Item	Assignment
Program Committee Formed & Meet	Committee
Save the date/Survey Email Blast distributed	Headquarters
Exhibitor Prospectus released	Headquarters
Preliminary Program Completed	Host/Committee
Speaker Selection Finalized and confirmed	Host/Committee
Start Registration Brochure	Host/Headquarters
Symposium Agenda Complete	Committee
Registration Brochure to Print	Headquarters
Complete CME Pre-Application	Host
Nursing CEU Pre-Application	Host
Other CE (if Applicable)	Host
Registration Open	Headquarters
Registration Brochure to Mail	Headquarters
Exhibitor space assigned	Host
On Site Materials Finalized	Host

Due Date	Status	
		Have Save the Date cards printed in time for Symposium