



ASPAN

American Society of PeriAnesthesia Nurses

ASPAN National Conference Presenter Requirements

Thank you for your interest in presenting at the ASPAN National Conference, taking place **April 30 – May 3, 2027**, at the **Sheraton New Orleans**. ASPAN values the expertise and insights of our members and colleagues, and we appreciate your willingness to share your knowledge to support the advancement of perianesthesia nursing practice and patient care.

Please review the presenter expectations and proposal submission requirements below before submitting your proposal.

As a selected presenter, you agree to the following:

1. Live Presentation & Recording

- Present your session live in person and via live webcast.
- Allow the session to be recorded for the ASPAN On Demand Library.

2. Virtual-Only Conference Option

- If the national conference transitions to a virtual-only format, you agree to:
 - Present your session via live webcast, or
 - Provide a pre-recorded session, depending on the platform selected by ASPAN.
- Your session will also be recorded for the ASPAN On Demand Library.

3. Post-Test Questions

- Provide three (3) post-test questions for each session.
- Questions must be in multiple-choice or true/false format.

4. PowerPoint Submission

- Submit a copy of your PowerPoint presentation to the ASPAN National Office.
- This is required for accreditation and record-keeping purposes.

5. Handout Version

- Allow ASPAN to post a handout version of your slide presentation for conference participants.

6. Backup Presenter

- If your session includes multiple speakers, and one presenter becomes unavailable, the remaining presenter(s) must be able to complete the session.

7. Session Title Suggestion

- To enhance relevance, presenters are strongly encouraged to include the words “PACU” or “Perianesthesia” in the session title.

Submission Requirements

To submit your proposal, all required documents must be completed and submitted online by **May 20, 2026**.

Required Documents

1. Proposal Information Sheet
2. Financial Disclosure Form (required for each presenter)
3. Lecture Details Form
4. CV or Resume (required for the primary presenter)

Important:

- All forms must be submitted through the online form.

Proposal Submission Criteria

Your proposal *will not be reviewed* if any of the following conditions apply:

1. Incorrect Submission Format

- Forms submitted as handwritten, faxed, or PDF documents.

2. Incomplete Submission

- Required forms are missing or incomplete.

3. Outdated Forms

- Forms that are not the current 2021 version.

4. Previously Presented Content

- The presentation has already been presented to another organization.

Review Process

- All proposals will be reviewed by the ANCC-COA Accredited Provider Unit.
- Presenters will be notified of their selection status in late summer.
- Proposals will not be returned, so please retain a copy for your records.