



Call for proposals to host the Council of International Neonatal Nurses conference in 2016

Neonatal Nurses Associations/ Colleges and/or organizations whose members provide care to neonates and their families are invited to submit a proposal to host the 2016 COINN international conference.

Key Dates

Proposal opening date: 1 April 2012

Proposal submission closing date: 31 August 2012

Notification date: 30 November 2012

Public announcement date: closing ceremony, COINN conference, Belfast, 8 September 2013

Proposal requirements and application form below.

All proposals are to be emailed to The COINN Secretary at info@coinnurses.org by close of business 31 August, 2012.



Proposal process to host the Council of International Neonatal Nurses International Conference

Background information

The International Neonatal Nursing Conference (INNC) began as a special interest group within the National Association of Neonatal Nurses (NANN), USA Regional Update Conferences, in Washington DC in 1991. Four years later at the second conference in Seattle, Washington, a proposal was put forward by the National Neonatal Association of the United Kingdom to host the 3rd INNC. Subsequently Australia/New Zealand and Canada hosted conferences. It was at the Canada conference in 2004 that the Council of International Neonatal Nurses was formed and the focus of the international conference changed from providing a forum for neonatal nurses in developed countries to being inclusive of developing countries. The Indian Neonatal Nurses in conjunction with the National Neonatology Forum (NNF) hosted the first COINN conference in a developing country.

Year	Conference / Theme	Location	Delegate Numbers (approx.)
1991	1 st International Neonatal Nurses Conference	Washington, USA	400
1995	2 nd International Neonatal Nurses Conference	Seattle, USA	250
1998	3 rd International Neonatal Nursing Conference: 'Bridging The World'	Harrogate, UK	350
2001	4 th International Neonatal Nurses Conference: 'Excellence knows no boundaries'	Sydney, Australia	600
2004	5 th International Neonatal Nurses Conference (INNC): 'Diversity in Care'	Ottawa, Canada	350
2007	6 th International Neonatal Nurses Conference	New Delhi, India	800
2010	8 th International Neonatal Nurses Conference: 'Excellence against all odds – researching solutions to global challenges'	Durban, South Africa	500
2013	8 th International Neonatal Nurses Conference	Belfast, Northern Ireland	TBA

General Information

The Council of International Neonatal Nurses (COINN) International Conference is held every three (3) years. Conference site alternates between developing, developed countries and continents.

The conference is hosted by a local organization on behalf of COINN. All advertising material will display both COINN and the local organization logos and details.



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94 Lyall Terrace
Boston MA 02132
Phone: 1.405.684.1476
Email: info@coinnurses.org
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Purpose of the conference

The purpose of the conference is to:

- Provide an opportunity for the exchange of ideas regarding neonatal nursing and care
- Facilitate capacity building between neonatal nursing organizations in developed and developing countries.
- Provide opportunities for new research and educational programs.
- Conduct the general business of COINN

Factors to be considered in submitting a proposal

For the safety of delegates and others involved in the conference, the political situation must be stable.

The emphasis of the conference is to be neonatal nursing care and as such there must be a sufficient number of neonatal nurses according to the country under consideration and/ or their supporters to form a solid foundation for the conference.

The needs of the host country and the international neonatal nursing community are to be balanced in the content to increase the global participation and relevance of content. A support of or notification of local health authorities may be desirable.

Criteria to host a COINN International Conference

1. The local organization needs to have sufficient infrastructure to support and provide initial operating money to host the conference.
2. The proposed city to have a conference venue that will accommodate six hundred (600) delegates and exhibitors.
3. A local Neonatal Nurse's organization is to convene a local organizing committee (LOC) for the conference.
4. The LOC is to include two (2) members of the international neonatal nursing community. These members will be nominated by COINN.
5. The LOCs responsibilities include (but not limited to):
 - a. Developing themes for the scientific program
 - b. Selection of national and international speakers
 - c. Liaising with the local event management company to ensure the below listed arrangements are made
 - d. Securing sponsorship
 - e. Collaborating with the COINN board to determine the process for providing scholarships to nurses working with neonates in developing countries to attend this international conference. Funding for these scholarships is to be actively sought from COINN's member organizations and external sponsors. The number of scholarships to be offered will be determined by the LOC, depending on the amount of funding available. Scholarships are to be awarded on a competitive basis.
6. The LOC will contract a local event management company to manage the conference. The event management company's responsibilities to include (but not limited to):



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- a. Manage all aspects of the conference including venue sourcing, hotel and food contracts, speaker contracts, preparation of program and abstract book, advertising of the conference, delegate registration
- b. Travel arrangements including airlines, hotels, and transportation to and from airport
- c. Provide tour information in the conference brochure and subsequently manage tour bookings for delegates and accompanying persons
- d. Translation services for host country's language as well as English.
- e. Duplication and Distribution of Conference Materials
- f. Providing certificates of attendance (and co-ordinating the awarding of Continuing Education Credits with delegated COINN member organizations)
- g. Securing trade exhibitors

Proposal process and selection

1. The proposal should address all items listed along with a proposed budget of expenses.
2. The COINN board will issue a request for proposals eighteen (18) months prior to the next COINN international conference. Closing date will be specified in the request for proposals. However it is anticipated that all submissions are to be received twelve (12) months prior to the next conference.
3. Proposals will be reviewed by the COINN Board.
4. The proposals will be reviewed by an international panel comprised of COINN board members, representatives from countries that have previously held a COINN conference, along with members from the current local organizing committee.
5. The organization submitting the successful proposal will be notified no later than nine (9) months before the next conference. The next conference location will be announced publically at the closing ceremony of the COINN International Neonatal Nursing Conference. The successful organization will be invited to make presentation at the closing ceremony.
6. Finance: At the time of the signing of a contract between COINN and the successful local organization the percentage of profit will be negotiated. It will be an understanding of all parties that there will be no bridging finance from COINN or the ability to cover any losses.



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Proposal application request to host the Council of International Neonatal Nursing Conference

1. Proposed date (month/year) to host the conference: [Click here to enter text.](#)
2. Proposed location (city/country) to host the conference: [Click here to enter text.](#)
3. Name of the Local Organization to Host/sponsor: [Click here to enter text.](#)
 - a. Postal address of the organization: [Click here to enter text.](#)
 - b. Email address of the organization: [Click here to enter text.](#)
4. Name of the contact person for the organization submitting this proposal: [Click here to enter text.](#)
 - a. Position/Job Title of the contact person: [Click here to enter text.](#)
 - b. Mobile phone number: [Click here to enter text.](#)
 - c. Work phone number: [Click here to enter text.](#)
 - d. Contact email address: [Click here to enter text.](#)
5. Does your organisation have to have sufficient infrastructure to support and provide initial operating money to host the conference? [Click here to enter text.](#)
6. Does the proposed city have a conference venue with the capacity to accommodate six hundred (600) delegates and space for exhibitors? [Click here to enter text.](#)
7. Is there a local neonatal nurses' association/college? [Click here to enter text.](#)
 - a. If yes:
 - i. Has the local neonatal nurses' association/college been consulted on this proposal? [Click here to enter text.](#)
 - ii. How many members does the neonatal nurses' association/college have? [Click here to enter text](#)
 - iii. Has the local neonatal nurses' association/college consented to convene a local organizing committee? [Click here to enter text.](#)
 - b. If no:
 - i. How many neonatal nurses are estimated to be working in your country? [Click here to enter text.](#)
 - ii. Have any neonatal nurses been asked to be involved in this proposal and on a local organizing committee? [Click here to enter text.](#)
8. List the name, position and a contact email for each member of the proposed local organizing committee (LOC): [Click here to enter text](#)
 - a. Is the LOC aware of the responsibilities for organizing the conference? [Click here to enter text.](#)

COINN
Council of International Neonatal Nurses, Inc.



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b. Is the LOC aware that they will be required to contract a local event management company to manage the conference? [Click here to enter text.](#)

9. Proposed budget: [Click here to enter text.](#)

10. Additional comments to support your proposal application: [Click here to enter text.](#)

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