

DATE: June 13, 2012	SUBJECT: Conference Scheduling
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1. Policy

1.1 The Canadian Healthcare Engineering Society and its' Chapters will attempt to schedule Chapter and National conferences so as to avoid conflicting dates between events. The National Executive and the CHES Chapters will provide each other with proposed Conference dates as soon as possible in order to minimize the risk of conflicting schedules.

1.2 The following is a list of suggested time frames for National and Chapter Conferences:

- National Conference – the 2nd or 3rd week of September**
- Alberta Conference – the 2nd or 3rd week of April**
- BC Conference – the 1st or 2nd week of June**
- Manitoba Conference – the 3rd or 4th week of April**
- Maritime Conference – the 1st or 2nd week of May**
- Newfoundland/Labrador Conference – the 1st or 2nd week of May**
- Ontario Conference – 3rd or 4th week of May**
- Quebec Conference – 3rd or 4th week of April**
- Saskatchewan Conference – 3rd week in October**

1.3 Chapters may wish to contact each other to ensure they are not overlapping their dates, and Chapters may trade dates if 2 chapters come to an agreement with each other.

1.4 Chapter are requested to submit their future dates to National Office in December preceding the Chapter conference.

1.5 Other Conference Dates to Research:

- The Canadian College of Healthcare Leaders Annual Conference held in June.**
- The Ontario Hospital Association Conference held in November.**
- The American Society of Healthcare Engineering PDC Conference held in March, and Annual Conference held in July.**

Note: it may be beneficial for conference planners to run conferences concurrently with other conferences within close proximity to their region of the country. This may prove to be attractive to vendors, presenters, and workshop planners.

Approved by: _____
 President

Date: _____