

## Monthly Event Guidelines

The Indiana Society for Healthcare Engineering (ISHE) is dedicated to providing quality monthly meetings and events that provide member benefits which include education and networking. This document is intended to provide guidelines for those that are interested in hosting one of our monthly meetings and events. Below you will find information that is important for ISHE to have a successful event.

- Event is hosted at a health care facility that includes a 45 minute presentation, 15 minutes of Q & A, and a tour of the host facility afterwards. (Other facility tours may be considered, example: education institution, training facility.)
- Prior to the presentation and tour, the host facility and/or vendor provides lunch and a conference room for the board of directors meeting. This is a closed meeting for the ISHE board only.
- A sponsorship fee of \$350 is required if the vendor chooses that the host facility will provide the lunch, or \$250 if the vendor chooses to bring lunch in. If you choose the \$350 sponsorship, then the facility will usually provide lunch and bill ISHE for the cost. If you choose the \$250 option, then you will bring in lunch. It is the vendor's responsibility to coordinate lunch regardless of the option you choose. Please note that lunch is mainly for the board meeting prior to the actual presentation and usually needs to be set up for about 12 people. Payment for the sponsorship should be made on the ISHE website at <https://www.isheweb.org/sponsors/>
- A typical event will have both the health care facility representative and a vendor representative giving the presentation/hosting the event. However, a health care facility representative such as the Facilities' Director, Manager, or Supervisor is always required.
- Event must be of an educational nature. It cannot be solely a "sales pitch."
- During an event at a health care facility, we ask that members are respectful to the visitors, patients, and staff. This includes anything that could be considered distracting such as noise and loud conversations. Also, ensure you are following hand hygiene protocols established by the facility.
- ISHE requests the following information for the members. Please send each item to [info@isheweb.org](mailto:info@isheweb.org):
  - A 50 word or less description/overview of your presentation/topic so we can add it to the ISHE website and/or emails in advance of the event. This will let ISHE members know what is going to be presented and what the tour will entail.
  - Your company logo.
  - A copy of the educational material (slides, handouts) to be posted in the "members' only section" of the ISHE website following the event.
- ISHE requests the following information based on ASHE CEU requirements. Please send these to [info@isheweb.org](mailto:info@isheweb.org):
  - Faculty biographies that indicate the instructors are qualified to present the material and meet the learning objective.
  - Learning objectives for each of the sessions for which you are requesting CEUs.
  - A timed agenda for the program (10 CEUs are granted for every 60 minutes of instruction, not including breaks, registration times, introductory periods, and evaluation times).
- Typical agenda is as follows :
  - 12 p.m. to 2 p.m. ISHE Board of Directors Meeting (closed meeting)
  - 2 p.m. to 3 p.m. Educational Presentation (All ISHE Members)
  - 3 p.m. to 4 p.m. Health Care Facility Tour (All ISHE Members)

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### Other information:

Requests are often made by associate members for ISHE to share non-ISHE education that is related to the field of healthcare engineering. This information can be posted on the ISHE webpage with approval from the ISHE Board of Directors. Please send any requests to [info@isheweb.org](mailto:info@isheweb.org).