



Chapter Circle of Excellence Awards Presentation at LDW Instructions

Following is the information you will need for the Chapter Circle of Excellence Awards presentation at LDW. Please share this information with members of your chapter who plan to attend the presentation, as you all will be invited on stage to accept your award.

Seating

If you are registered to attend LDW, seating is by region with region numbers on every table; Chapter Advisors will guide you. Please select a seat at one of your region's tables.

For those people not attending LDW, additional seating will be available in the back of the room. So that we can ensure enough extra seating, please ask your other chapter members to RSVP for the Awards celebration at <https://www.surveymonkey.com/r/ChapterCofE>.

Photos

You are allowed to take photos; please have someone designated to take photos for your chapter when you are on stage with AACN President Karen McQuillan, President-Elect Clareen Wiencek, and AACN Certification Corporation Chairperson Mary Frances Pate. There will be 1-2 chapter advisors standing by to help with photographs if needed.

The NTI photographer may be in the room; however, those photos are for *NTI News* and will not be provided to the chapters.

The "photo op" will be very quick so that the presentations are not delayed.

Presentation

Each chapter will be presented with the following items during the awards presentation:

1. A special Circle of Excellence award ribbon.
 - a. The Chapter Advisors located at the right side of the state will give you these ribbons. Feel free to put them on before going on stage.
 - b. There will be limited quantities of these special ribbons.
 - c. Please plan to wear your special and/or general Circle of Excellence ribbons during Tuesday's Super Session. In fact, wear it all week!
 - d. Additional general Circle of Excellence ribbons may be obtained at the NTI Ribbon/Host Chapter Booth.
2. A Circle of Excellence award pin.
 - a. We expect to have an ample supply of pins at the presentation, but if we should run out because we did not have an accurate count on the number of chapter members attending, additional pins will be available at the NTI Ribbon/Host Chapter Booth.



3. A Circle of Excellence Plaque.
 - a. This is your chapter's official Circle of Excellence Award plaque, which you will take back home to your chapter.

Karen McQuillan will ask the audience to give a shout out to the two chapters that are each receiving multiple awards, by asking you to stand at your seats so everyone can applaud you. Those chapters are:

- Greater Portland Chapter in Oregon with 3 awards
- Hawaiian Islands Chapter with 2 awards

Then Karen McQuillan will continue on, and will invite your Chapter Advisors (CAT) on stage to announce your respective award categories:

- Each CAT will invite **all chapter members** from each award-winning chapter (by category) to make their way to the right side of the stage while she shares the collective excellence with the audience.
- Those chapters that received multiple awards will be on stage for each individual award. When you are invited to come forward, please **quickly and quietly** make your way to the right side of the stage, where Chapter Advisors will group you by chapters.
- Remember, the presenters will be speaking as you are moving about (please be very quiet so that you can hear what is being said about your chapter).
- Each chapter should keep their members grouped together and line up by chapter in the order below (waiting at "stage right").
- You will be called on stage one chapter at a time. Please wait for the Chapter Advisor to cue you to go onto the stage; group around the stage with the chapter president next to Karen McQuillan. Clareen Wiencek and Mary Frances Pate will also be on stage with you and will be included in the chapter group photo.

Line up "stage right" in the following order when your category is called:

A. Chapter Collaboration

- Greater Portland Chapter
- Hawaiian Islands Chapter
- Rochester Chapter

B. Excellence in Chapter Community Education & Public Service

- Hawaiian Islands Chapter
- Lagniappe Chapter
- West Houston Chapter

C. Excellence in Chapter Educational Programming

- Greater Portland Chapter



- Metropolitan Orlando Chapter
- Ventura County Chapter

- D. Excellence in Chapter Leadership Development**
 - Central Indiana Chapter
 - Greater Kansas City Chapter
 - Triangle Chapter

- E. Excellence in Promoting the Value of Certification**
 - Greater Portland Chapter
 - Greater Rochester Area Finger Lakes
 - Pacific Crest Regional Chapter

- F. President's Award for Chapters**
 - Albuquerque Chapter
 - Central Oregon Chapter
 - Piedmont Carolinas Chapter
 - San Fernando Valley Chapter

- When Karen, Clareen and Mary have finished congratulating your chapter, presenting your chapter with its plaque, and your photo has been taken (if you brought a camera), please exit "stage left" – which will physically be to your right (at the other side of the stage).
 - A Chapter Advisor will help you down the stairs.
 - Several members of the AACN Board of Directors will be there to congratulate you and shake hands as you exit the stage.
 - Please return to your seats until the completion of the presentations.
 - Out of courtesy and respect for all attendees, please instruct those chapter members present only for the awards presentation also to return to their seats and not leave.

- When the Circle of Excellence Awards Presentation is completed, Chris Schulman, AACN Board Liaison will speak, and then we will have a Networking Session.
 - Please share with your chapter members not attending the full LDW that they may stay for the Networking Session if they wish, or they may leave.

If you have questions about the Chapter Circle of Excellence Awards Presentation, please contact me at Karen.Certalic@aacn.org or toll free at 800-394-5995, x313.

We look forward to celebrating your excellence at LDW. Thank you!