

In order to get the most from the Leadership Conference, please:

- 1) Review the on-line schedule and poster abstracts to identify people you would like to meet with; e-mail them to set a time to meet. If you wait until the meeting, they may already have a full schedule.
- 2) Because several of the sessions build on themes mentioned in IOM's *Future of Nursing* Report, read or re-read that report beforehand—a pdf version is free on line: <http://www.iom.edu/Reports/2010/The-Future-of-Nursing-Leading-Change-Advancing-Health.aspx>
- 3) On Thursday, November 17th, there will be a networking luncheon (noon-2 p.m.), so you may wish to ask Penny Roberts Penny Roberts (Penny_Roberts@aannet.org) to reserve a table for some discussion that you want to organize.
- 4) One of the plenary sessions will focus on fund/friend raising in the belief that every leader has to be a fund/friend raiser. To prepare for that session, familiarize yourself with the Hartford Geriatric Nursing Initiative's fundraising toolkit on line: <http://www.hgni.org/fundraising/>. Since nurse leaders regularly find themselves in situations where they need to explain what they do briefly, we ask that you develop and practice beforehand a 30-second (or less) "elevator speech" about your research that you could give in a moment's notice in the time it takes to ride from the ground floor to the top floor in a hotel or office building. To help you with this task, you might want to review http://www.bandwidthonline.org/howdoi/develop_elevator_speech.asp.