**PSONS Vendor Information for 2023**

Greetings Vendors!

Thank you for your ongoing support of PSONS! We truly appreciate your partnership with us as it affords PSONS the ability to bring quality education to our members.

**Please read this carefully**

2023 PSONS Partnership Opportunities:

**Puget Sound Oncology Nursing Society Annual Symposium**:

**WHAT**: This is an annual educational CNE offering to oncology nurses and interested oncology professionals throughout the Northwest Region.

**WHEN**: Saturday November 18, 2023 at the Lynnwood Convention Center

**WHERE**: Lynnwood Convention Center in Lynnwood, WA.

**AUDIENCE**: 200-300 oncology nurses

**EXHIBIT COST**: $1250 per day

**MISC**: 50 exhibit spaces available. This is a first come, first served opportunity via the CVENT registration process. If you do not have a registration confirmation, you do not have an exhibit space and thus you should not apply for payment from your company. There will be a registration link for this event emailed out 2-3 months in advance, to those on our PSONS Vendor contact list. Payment for Symposium or a letter of agreement sent to PSONS needs to be received one month prior to the event, otherwise your spot may be given up to those on the waitlist.

**ONS Review Course:**

**WHAT**: This is an annual review course for nurses preparing to take the OCN accreditation exam.

**WHEN**: Saturday & Sunday: March 11-12, 2023

**WHERE**: Kaiser Permanente Facility in Renton, WA

**AUDIENCE**: 30 – 50 Oncology nurses

**EXHIBIT COST**: $1250 per exhibit

**MISC**: 12 exhibit spaces available. This is a first come, first served opportunity. You must register via CVENT. An email to the PSONS Vendors list serv will be sent 2 months prior to the event. If you successfully register and get a coveted exhibit spot, then you can apply to your company for funding. Do not apply to your company if you do not have a confirmed space.

Monthly Educational Dinners:

In 2023, we are taking a break from monthly education dinners that have been via Zoom since 2020.

There may be opportunities that arise, but for now, we are re-evaluating our current structure and are brainstorming for future sustainability.

**WHAT**: Oncology nursing education (W or W/O CME)

**WHEN/WHERE:** Live or virtual usually the 3rd Wed of month

**AUDIENCE**: 10 – 30 oncology nurses

**EXHIBIT COST**: $475 per exhibit

**MISC**: The dates are subject to change due to speaker availability, holidays or venue scheduling. We kindly ask that you don’t schedule one of your promotional programs on these nights so we don’t compete for attendees. You are welcome to attend our programs. Space for exhibits is limited to one or two vendors at most venues. If you sponsor one of these programs, you will have 5-7 minutes before the meeting starts, in front of the “room”, to identify yourself and your product. This is your elevator speech, not a full detail.

**Fundamentals of Oncology Nursing**

**MISC**: After many years and many discussions, we have made the decision to stop offering our Fundamentals of Oncology course due to many factors, so if you’re wondering about that, we haven’t left it out of this letter. We are sad to see this program end but we look forward to suggestions from the task force on what it might look like in the future.

**Opportunities for Vendors and Institutions to post Educational and Promotional Dinner Programs on the PSONS website:**

We are happy to post your event on our website! Please send an e-mail **at least 3 weeks** before the planned event to [psonswebsite@gmail.com](mailto:psonswebsite@gmail.com), with the following information: Sponsor, title of program, date, speaker(s), location and contact person or link to register. This needs to be in the body of the email, or in a **Word** document so the webmaster can post it easily. If you attach a flyer to your email, it will be posted to the website as well. Please don’t email us (the vendor support email) about posting on the website because only our webmaster has access to the website. Also, if you have a company that plans your programs, please work with them on securing venues vs them asking me where to hold an event. Yes, they do ask me….

**Registration, Checks and Payments:**

For Symposium & OCN Review you will need to register on the Cvent website first, then, when you have confirmation from us that you indeed have an exhibit space, then you can request the funding from your company. Additionally, we spend many hours chasing down vendor payments through the year. These are volunteer positions for us so please help us by making sure you submit your vendor funding requests on time and to the correct mailing address **(PO Box 20096 Seattle, WA 98102).**

Please visit [www.psons.org](http://www.psons.org) Under the “Vendor Support” tab you will find the W-9.

Thank you again for all your interest and support of PSONS and the ongoing educational we provide to our members and the oncology community. We value the relationships we have with commercial vendors and non-profit organizations in the Puget Sound area to strengthen oncology nursing education.

Sincerely,

**Lynley Fow, MN, ARNP, AOCNP**

PSONS Vendor Support Liaison

If you have any questions, concerns or inquiries about PSONS events, please email us at [psonsvendors@gmail.com](mailto:psonsvendors@gmail.com) versus my private email. I (Lynley) do not check my Hotmail account regularly, so I apologize if I missed any of your emails. If you know of any vendors who would like to be added to our contact list, please email [psonsvendors@gmail.com](mailto:psonsvendors@gmail.com).