



## How to Apply for a Conference or Symposium

A conference or symposium is a live, face-to-face event spanning several days. Characteristics include professional networking, break-out sessions, or “tracks” (several presentations occurring at the same time), multiple speakers and varying topics. Attendance is a challenge to track and a second variable (recertification categories) also require monitoring. The below *Participant Attendance Verification Form* is required for those Providers who do manual attendance monitoring to address the two variables. Attendees must sign-in once a day when they arrive at the conference.

### Required Documentation

#### *NCCAOM® PDA Application: CONFERENCE/SYMPOSIUM*

- Conference brochure showing presentation schedule, course descriptions and speaker biographical sketches (bios)
- Sample attendance record (template available in the Resource Center under Forms)
- Sample Participant’s Attendance Verification Form
- Sample program evaluation (template available in the Resource Center under Forms)
- Sample advertisement (optional)
- Attestation

Due to the complexity of the conference application, feel free to reach out to the PDA Staff at [PDA@TheNCCAOM.org](mailto:PDA@TheNCCAOM.org). We are more than happy to assist you!

### INSTRUCTIONS

The Participant Attendance Verification Form is a *highly visible document* during a conference. PDA staff will assist in formatting the information and making the handout attractive. We have indicated in **red** where decisions need to be made. Graphics and color schemes are the choice of the provider.



## Conference Title

Date

Location


### Participant Attendance Verification Form

In each session below, initial the course you attend. To verify your attendance, **return this form to the CEU table before departing**. The NCCAOM® *Certificate of Participation* will be **emailed** to you after the conference.

NAME:

Time	Presentation	PDA Pts	NCCAOM Category	Initial Attended
	<b>Day – Date</b>			
8:00 am - 9:00 am	<i>Presentation Title, Speaker Name, Credentials (Education, Certification, Licensure)</i>			
9:00 am – 10:30 am	<i>Acupuncture and Chinese Herbology, Jane Doe, MSAc, Dipl. O.M. (NCCAOM)®, L.Ac.</i>			
10:30 am – 11:00 am	Break			
11:30 am – 12:30 pm	Title – Speaker			
	Title - Speaker			
12:30 pm – 2:00 pm	Lunch & Exhibits			
	Add rows for all presentations			



NAME:	E-Mail Address:
 <p>NCCAOM PDA Course PDA-xxxx-xx</p>	NCCAOM PDAs AOM-OM
	NCCAOM PDAs AOM-AC
	NCCAOM PDAs AOM-CH
	NCCAOM PDAs AOM-SA
	NCCAOM PDAs CW-PE
	<b>TOTAL NCCAOM PDAs Awarded</b>

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