



Guidelines for writing news reports of conferences/meetings/seminars etc for the NZNO Respiratory Nurse Section newsletter - 'AIRWAYS'

The Respiratory Nurses Section NZNO wants to ensure that all relevant respiratory conferences, seminars and other important gatherings are reported in the newsletter AIRWAYS.

Respiratory Nurses are able to attend very few of these conferences and believe it is good for those attending to report on them. These guidelines are designed to help you write a short news report on the conference/meeting/seminar to be run in the news and events section of AIRWAYS. If all the information requested in these guidelines is contained in the report then that makes our job much easier and ensures accurate coverage of the event. And it is important to get the report to Respiratory Nurses Section (NZNO) newsletter editor as soon as possible after the event to ensure topicality.

A short news report (maximum 500 words) does not have to include the contents of papers presented at the conference. If there were outstanding presentations worthy of further coverage in AIRWAYS we would like to be told so we can negotiate with the author about publishing part or all of such papers. Those with a strong respiratory nursing focus are obviously of most interest.

- What organisation/committee/section ran the conference?
- What was the theme of the conference?
- How many attended the conference?
- Where was it held? (Just the city not the venue)
- Who were the main speakers? What are their positions? Where are they from ie. Hospital, university, research institute, polytechnic? What were the topics of their papers/speeches?
- Please ensure the spelling of names is correct. Check with the speaker.
- If any of the papers/speeches contain something of major significance, highlight that.
- If there are any photos from the conference please send them to AIRWAYS as photos make a story much more interesting (please ensure you have permission of those in the photo).
- Whoever writes the report should include their name and contact phone numbers or fax numbers so we can query any details if we need to.
- The Respiratory Nurses Section NZNO editorial staff retain the right to edit the report as they see fit.