

General Information

Guidance for Members

Hosting a NAPICU Quarterly Meeting with the aid of the NAPICU Administration Office (*Northern Networking Events*) will enable your team to develop local networks and allow you to showcase your best practice.

It will also develop the link between your service and NAPICU. This will help promote our common goal of advancing the care and treatment of those who require Psychiatric Intensive Care or Low Secure Care. Hosting a Quarterly Meeting is a great opportunity to make contact with colleagues and build relationships with nearby units. The NAPICU Administration Office are there to help you by providing assistance in selecting a venue, marketing your event, speaker management, delegate registration, and running your event on the day.

How to Organise a NAPICU Quarterly Meeting

- ◆ Preliminary Discussion with the NAPICU Administrative Office, NAPICU Quarterly Co-Ordinator, or NAPICU Executive Committee Member
- ◆ Complete documentation for Hosting a Meeting at the end of this pack
- ◆ Liaise with NAPICU Administrative Office regarding date, numbers, venue and finances
- ◆ Liaise with NAPICU Quarterly Co-Ordinator regarding the theme and programme
- ◆ Programme and Registration forms will be prepared, printed and distributed by the NAPICU Office at least 6 weeks prior to meeting
- ◆ Communication with speakers must commence immediately with regards to pictures and short biographies.
- ◆ All attendees must be registered with the NAPICU Administrative Office

The Host

Any fully paid member of NAPICU can arrange to host a Quarterly Meeting. It is generally helpful to have a single point of contact from the host organisation (*the host co-ordinator*). The role of the host co-ordinator includes:

- ◆ Liaising with the NAPICU Administration Office in the run-up to the Quarterly Meeting
- ◆ To manage the event on the day in association with NAPICU
- ◆ To work with NAPICU to ensure that no undue financial risk is undertaken either by the host organisation or NAPICU

Date of Your Meeting

The first step is to consider the date of the Quarterly Meeting. NAPICU generally prefer to hold Quarterly Meetings on a Thursday or Friday. As the name suggests, there are usually four Quarterly Meetings across the year. These are generally hosted in February/March, May, July and November. You can also check the NAPICU website, www.napicu.org.uk, for forthcoming meetings.

The Venue

It is the responsibility of the host co-ordinator and the host organisation to provide a suitable venue. The venue should be able to provide:

- ◆ A meeting room (*theatre style or cabaret style*)
- ◆ A registration area where the NAPICU Administration Office can set up a registration table.
- ◆ The venue should accommodate a maximum of between 50-100 delegates, depending on the size of the event.
- ◆ Morning coffee/tea, a buffet lunch and afternoon coffee/tea are required.

Assistance in selecting a venue can be given by the NAPICU Administration Office if required.

Occasionally, the host organisation in conjunction with NAPICU, may involve an external sponsor. Often non-local delegates attending may require an overnight stay; it is therefore helpful if you can recommend some accommodation and logistical travel information.

The Speakers

All speakers should be contacted by the host co-ordinator to ascertain a passport sized picture and a brief (150 word maximum) biography at least four weeks prior to the event. Speakers should also be contacted with regards to their audio-visual requirements in advance. It is important to check whether AV equipment is included in the venue hire, if not, please liaise with the NAPICU Administrative Office to discuss your requirements. NAPICU will provide a lap top.

Speakers' expenses and travel arrangements should be organised by the host organisation.

NAPICU is not responsible for settling speakers' expenses.

Financial Arrangements

NAPICU will offer financial assistance to a maximum of £400 towards the cost of the venue and catering. The host must invoice NAPICU after the event for the amount spent up to maximum of £400

If the host co-ordinator or the host organisation plans to source external sponsorship (*external to the host organisation or NAPICU*) for the event. NAPICU reserves the right to refuse an association with an external sponsor, if the external sponsor is not deemed suitable for any reason (*including commercial reasons or reasons relating to intellectual property rights*). *The funds received from the external sponsor will go directly to the host, if the value of sponsorship exceeds the cost of the meeting or the maximum £400 NAPICU will not contribute to the event.*

If NAPICU source an external sponsor the sponsorship will be received by NAPICU and the host will receive support up to the maximum of £400.

Developing a Programme

The host will be required to provide a preliminary programme for discussion and liaison with NAPICU Quarterly coordinator. This programme should be based on a theme for the day, and it should involve a variety of speakers from different disciplines.

Below please find a blank sample of a Preliminary Programme:

** Please note that the NAPICU Executive Committee member will require a 15 minute slot during the day to inform the attendees about NAPICU and its learning opportunities. This normally takes place in the morning before/after the host has delivered an introduction to the meeting. Apart from this 15 minute segment, the host can involve the NAPICU Executive Committee member as little or as much as desired in the day's proceedings.*

Registration

Once the programme has been agreed with NAPICU Quarterly Co-Ordinator, the NAPICU Administration Office will prepare and distribute the programme and registration form to all NAPICU contacts. Ideally these should be ready to send out at least six weeks prior to the event. Registrations are received back at the NAPICU Administration Office in the weeks prior to the event, where they are processed. The host will be kept informed of delegate and catering numbers and any special dietary/access requirements on a regular basis.

On the Day of Your Event

On the day of the event, the host co-ordinator should be available to oversee the smooth running of the event from the host organisation's perspective. The NAPICU Administration Office will provide a member of staff:

- ◆ To set up the registration area
- ◆ Pack delegate folders
- ◆ Man the registration desk
- ◆ Assist with audio-visual if required

The NAPICU Administration Office will approach all speakers on the day and will ask permission from the Speakers to have their presentations available on the NAPICU Members Only website.

Feedback forms will be designed and collected by the NAPICU Administration Office and results will be recorded and sent to the host. Certificates of attendance will be available via email on completion of a feedback form.

NAPICU endeavours to provide at least one member of the NAPICU Executive Committee, who can assist with chairing the meeting if required.

Contacts

NAPICU Quarterly Co-Ordinator and the NAPICU Administrative Office can be contacted on the following:

NAPICU Administrative Office
 Scottish Enterprise Technology Park
 Nasmyth Building – 2nd Floor
 60 Nasmyth Avenue
 East Kilbride
 Glasgow
 G75 0QR
Tel: 01355 244 585
Email: info@napicu.org.uk
Website: www.napicu.org.uk

Preliminary Programme Sample

09:00 - 09:30	Registration & Coffee
09:30 - 09:45	Welcome and Introduction
09:45 - 10:30	NAPICU Update <i>Mr Andy Johnston, Independent Consultant, Mental Health Services, NAPICU Executive Committee Member</i>
10:30 - 10:45	Coffee Break
10:45 - 11:20	Presentation 1
11:20 - 12:00	Presentation 2
12:00 - 13:00	Lunch
13:00 - 13:40	Presentation 3
13:40 - 14:20	Presentation 4
14:20 - 15:00	Presentation 5
15:00 - 15:15	Coffee Break
15:15 - 16:00	Clinical Debate
16:00 - 16:10	Reflection of the day

Booking Form

Booking a Quarterly Meeting

The host should complete this section as they will become the main contact for the NAPICU Administration Office

Name:	NAPICU Membership No:
Organisation:	
Ward Name:	
Associated PICU/LSU/CAMHS unit:	
Phone:	
Email:	
Postal Address:	

Planning your NAPICU Quarterly Meeting

Please indicate which of the following months you would like to host a meeting; upon selection please contact the NAPICU Administration Office to discuss potential dates

February/March
 May

July
 November

Venue details

Name:

Address:

Contact Name at the venue:

Phone: **Email:**

Please consider the following two issues when selecting a venue:

- ◆ The room should host 50 – 100 delegates
- ◆ The room should be able to host either Cabaret or Theatre style layouts.