The 8th International Conference on Interprofessional Practice and Education

Values Based Interprofessional Practice

Oxford 6-9th September 2016

Post Conference Report

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1. Introduction

The 2016 All Together Better Health VIII conference was held in Oxford UK from 6-9 September. The conference was jointly hosted by CAIPE, Oxford Brookes University and the University of Oxford. The theme of the conference was Values Based Interprofessional Education and Practice. Keynote speakers presented in the Sheldonian Theatre at the start and end of each day with parallel sessions held at the Oxford Examination Schools and a social programme at the end of each day.

The organising committee consisted of:

Dr Ann Ewens (Oxford Brookes).

Professor Bill Fulford (University of Oxford).

Dr Lucy Fulford Smith (University of Oxford).

Dr Richard Gray (CAIPE Chair and Chair of organising committee).

Professor Ashok Handa (University of Oxford)

Elizabeth Howkins (CAIPE treasurer and conference treasurer).

Helena Low (Past CAIPE Vice Chair).

Professor Ed Peile (Emeritus Professor of Medical Education, University of Warwick).

Dr Liz Westcott (Oxford Brookes University and Vice Chair of organising committee).

The steering group worked on the project for over 2 years with meetings in Oxford and by telephone conferencing.

The conference involved 563 registered participants including key note speakers, full conference and one day registrants, students, service users and carers and bursary sponsored registrants. Bursaries were offered to those from developing countries and those with limited finances. The breakdown of participants was as follows:

 Delegates 492

Students 50

Service user and carers 9

 Number of exhibitors 12.

Volunteers 25

The Global Advisory Committee was convened two years before the conference. Advice was sought from the conference steering group via email every few months to agree and confirm that planning arrangements were in line with the thinking of ATBH. The GA committee consisted of:

Susan Meyers (USA)

John Gilbert (Canada)

Flemming Jacobsen (Denmark)

Marion Jones (New Zealand)

Marion Helme (UK).

2. How we Chose Our Keynote Speakers

We invited Keynote speakers based on three main criteria. Speakers should :

- be high profile, exciting names;
- be good public speakers that we knew from personal experience would be entertaining;
- should have something relevant to say.

It was not however a requirement that they should talk specifically on Values Based Interprofessional Education and Practice. Our aim was rather that Keynote speakers should provide context for and a broader perspective on the core agenda of the conference. We also had in mind exposing people in influential positions to the IPE/VBP message. Most showed real interest in the field including viewing the posters and talking with presenters.

3. Website

One of the first actions taken by the organising committee was to get the ATBH 8 website up and running. The website proved to be an absolutely invaluable tool for promoting the conference and maintaining communication with delegates prior to the conference.

Access to someone who can give their time to updating the website frequently is important and we would advise that you listen to the website expert in terms of how to structure the site and how much information to place upon the site. The temptation as conference organisers is to want to put too much information on the site

The website is still accessible so you may wish to look at how we structured it http://www.hls.brookes.ac.uk/atbh8

4. Process of steering group meetings

Our experience was that as the group started work (over two years before the conference) it was important to hold face-to-face meetings every couple of months or so. Right from the start there were decisions to be made about many aspects of conference organisation, and debating these issues gave us a chance to get to know and respect each other.   Oxford, where the conference was held, was a central venue and gave us the chance to visit and test out conference facilities and locations. Ensuring that each group hosted some of the meetings helped to put us all on an equal footing and we enjoyed getting to know other work-places.

After two or three meetings, we felt confident that the group had gelled sufficiently to hold alternate meetings by telephone or skype, but the face-to-meetings remained important to the end. The frequency of meetings needed to increase to monthly as the conference approached (from about 9 months out). With everybody having busy diaries we found it helpful to 'doodle-poll' meeting dates about 6 months in advance.

Meetings were always chaired by the Chair of the organising committee and were always minuted with names against the agreed actions. This formality of process was matched by the informality of our relationships which grew ever-warmer as we worked together, trusting each other to contribute to the shared task.

5. Academic Programme, selection and administration.

We hoped that the conference would stimulate and drive forward work in the area of Values Based Interprofessional Education and Practice, the overall theme of the conference and we welcomed submissions on any aspect relevant to the theme. The topic areas, given for the purpose of illustration were wide ranging and became the sub themes. Attempts to keep sessions to themes within the programme were difficult due to (often last minute) requests from authors to change allocated times and dates for their sessions due to flight times or other personal reasons. It may be that fewer themes would have made things easier.

The use of EasyChair to manage the submission, review and acceptance (or not) of abstracts worked well due to the excellent communication between the conference coordinator, the lead representative from the steering group and the EasyChair lead person. The co-ordinator / administrator role was crucial in ensuring the effectiveness of the management, administration and timetabling of the academic programme. She worked closely with the organising committee and ensured timelines for each stage of the submission, review, feedback to authors and decision making process did not slip. As well as using the EasyChair data, the coordinator kept her own master data bases which were used to cross reference and check authors, sessions and time slots when we were timetabling the academic

programme. It was found helpful to have the email addresses on the website of 2 named people (other than that of the coordinator) that delegates could contact re queries about the submissions / reviewers and EasyChair etc.

Throughout, but especially during the registration and submission process, the Conference Organisers provided invaluable support, working closely with the organising committee and the co-ordinator / administrator to highlight and resolve individual issues raised by registrants, authors and reviewers.

6. Managing EasyChair

The registration/set-up was relatively straightforward and involved submitting basic details including a nominated email address and lead person to register. The set-up was free for the basic EasyChair package. There are several upgrade options but the committee agreed that the basic package would suffice and indeed no further function was required beyond what this provided.

EasyChair requires individuals to register with the EasyChair system prior to submitting papers or reviews. The main account holder can invite people to become program chairs (PC members). These users have access to all submissions and reviews. Submission dates can be set, thus preventing late submissions or alterations (these are alterable if they need to be adjusted).

EasyChair allows reviewers to easily submit reviews for their assigned papers, as well as having a function to allow a response from authors regarding reviews.
The system also allows mass emailing to authors and reviewers, sharing updates regarding the upcoming conference. Access is discontinued after the set period for the conference registration. This can be extended, but not with the basic access (free version).

In general, EasyChair was user friendly but there were some user-dependent issues with registration. If using the free version, there is little support from the EasyChair producers, therefore the person in charge of EasyChair for the conference committee should be confident in using the system.

7. Social Programme

The social programme proved to be a popular aspect of the conference and we would recommend therefore that social events are planned into the conference programme. One problem we had in Oxford was finding a venue that could accommodate all delegates and their guests and also getting delegates to sign up well in advance for an event. This led to a number of people feeling disappointed when they arrived at the conference having not pre booked social events to find

there were not enough spaces for them. If possible try and book events that can accommodate all delegates and guests and if that is not possible then have alternative events running in parallel. Although not everyone booked up in advance including for the events where there was a fee, our experience tells us that delegates do like opportunities to network and meet at social gatherings. If you can afford to take the risk of pre booking social events without full delegate sign up this may well pay you back in good will during the conference.

8. Finance

Obtaining financial under writing for the conference was one of the first and most critical aspects of the early planning stage. Deposits were required by all the major venues to secure the identified dates for the conference , and more than two years in advance. Finance was obtained through personal loans and two organisations agreeing to underwrite an agreed sum of money.

Further finance was obtained by drawing up sponsorship packages , Gold, Silver and Bronze and writing a covering letter to all possible contacts . Sponsorship was obtained from two universities, four publishing houses and one research centre. Health Education England were able to support the conference as part of an educational development programme.

At an early steering group meeting a draft costing chart for the whole of the conference was compiled and then shared with the CAIPE accountant and independent examiner. She scrutinised the costs and produced a 'Break Even Budget' which was based on 350 delegates at the full price of £500 each. The steering group employed a conference organiser Archer Yates to manage registrations and monitor ongoing accounts. The financial concerns eased dramatically when delegates started to register and make payments. A significant day came in June 2016 when we passed our breakeven number of 350 delegates.

The accounts will be fully scrutinised by our accountant and financial examiner .

9. How to design your booklet.

We agreed a very small working group to design the conference booklet. This had the advantage of getting staff together easily and not having multiple views. We then looked at as many booklets as possible from previous conferences we had attended and identified what was good and what didn't work well.

We determined that ease of navigation, visibility, useful content and ease of page changing were the most important. Thus we had colours for each separate day, a

quick view of each day and just short info sections on each session than full abstracts and printed it with ring binding so the spine didn't crack when turning pages

In retrospect we allowed too many changes to the programme after it had gone to print. We should have just taken out sessions when they were cancelled rather than moving sessions which had the effect of confusing users.

We did have a fully up to date on line version which we encouraged attendees to view.

Remember to add in health and safety contacts, cultural and religious needs and easy use maps etc. Also put in a good and achievable timeline for design and printing so you are not too rushed with final edits at the end

10. Evaluation.

Two processes were used to obtain evaluation data: daily post-its left on a notice board in the foyer, and an on line post conference evaluation form. Both provided similar data.

Overall comments were overwhelmingly positive. Participants particularly commented on the high standard of the key note presentations and appreciated the conference organisation, the conference venues and the city of Oxford. Highlights described by participants included the Student Health and Social Care Team Challenge and the conference dinner.

Many comments conflicted but the following themes emerged:

- Many positive comments were received about the academic venues, the surrounding city environment, the organisation of the conference and the standard of the key note presentations. These areas were all deemed important by respondents.

- Specific positive comments were received about the importance of a conference dinner.

- The reason why the poster prizes were awarded should have been be made more explicit.

- There should be specific times during the conference for authors to present their posters.

- There should be additional protected times between each set of parallel sessions to enable participants to move to different rooms without causing disturbances.

- There should be a more developed social programme including an option to the conference dinner.

- There should be a stream in the parallel sessions relevant to PhD students.

- Arrangements for Individual parallel sessions should not be changed at the last minute. Any changes should be included in a conference programme addendum.

- Where possible in each set of parallel sessions presenters should be included whose first language is English as well as those whose first language is not English.

- Where possible try to keep each set of parallel sessions within a broad topic.

11. Key Advice.

- Enjoy organising the conference.

- Design a schedule, and ensure you keep to your timescale and schedule

- Identify a conference theme and remind the steering group of this at each meeting to keep the process on track

- Start communication early on the website and use social media to attract delegates and ensure their involvement

- The steering group should be kept small in number, but flexible with additional members brought in when needed.

- Draw up a detailed conference budget

Appendix.

Time line.

Two years before conference:

1. Form conference steering group.

2. Select Chair and Vice Chair of steering group, and treasurer.

3. Form subgroups: examples include academic programme, promotion and marketing, sponsorship, finance, venues, social programme.

4. Book professional conference organisers.

5. Book academic and social venues.

6. Design logo.

7. Confirm conference theme and decide subthemes.

8. Agree delegate registration rates.

9. Book speakers.

10. Agree a business plan, estimate conference costings to be modified over time and produce an ATBH conference budget confirmed by independent accountants.

11. Conference website to go live

12. Set up online system for selection of abstract submissions (eg EasyChair).

13. Recruit abstract reviewers

14. Identify funding streams and underwriting

One year before the conference:

1. First call for abstracts.

2. Start registration

3. Second call for abstracts

4.Promote date of abstract closure.

5. Monitor registration and abstract submission numbers.

6. Closure of abstract submission and inform successful candidates.

7. Identify numbers registered and consider more marketing.

8. Consider abstracts accepted and order within programme.

9. Draft design of conference booklet.

10. Recruit volunteer conference helpers .

11. Close early bird registration.

12. Final design of conference booklet

13. Conference bags to be delivered

14. Printing of final version of booklet.

15. Registration closure.

16. Construct delegate pack.

17. Training for volunteer helpers.