SUGGESTED TIMESCALES

These timescales will allow potential delegates to organise study leave and should take into account times when a lot of people are on annual leave eg. School holidays, Summer holidays and Christmas.

- Spring Meeting dates should consider Christmas holidays
- Autumn Meeting dates should consider Summer holidays
- Both meetings should consider Half Term holidays in February/October

**March Spring Meeting:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisers Invitation Letter</td>
<td>Sent out by 1st December</td>
</tr>
<tr>
<td>Call to Abstract</td>
<td>Sent out by 1st December</td>
</tr>
<tr>
<td>Registration Form</td>
<td>Sent out by 14th December</td>
</tr>
<tr>
<td>Abstract Deadline</td>
<td>Set no later than the last Friday in January</td>
</tr>
<tr>
<td>Early Bird Deadline</td>
<td>Set no later than 3 weeks before the meeting date</td>
</tr>
</tbody>
</table>

**October Autumn Meeting:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisers Invitation Letter</td>
<td>Sent out by 1st July</td>
</tr>
<tr>
<td>Call to Abstract</td>
<td>Sent out by 1st July</td>
</tr>
<tr>
<td>Registration Form</td>
<td>Sent out by 12th July</td>
</tr>
<tr>
<td>Abstract Deadline Date</td>
<td>Set no later than the last Friday in August</td>
</tr>
<tr>
<td>Early Bird Deadline Date</td>
<td>Set no later than 3 weeks before the meeting date</td>
</tr>
</tbody>
</table>
DATE OF MEETING
- Day should be Friday
- Arrange at least 6 months before
- Avoid School Holidays

VENUE
- Private venue will cost more but can be more pleasant
- Check if the venue has dedicated IT personnel to assist with the presentations
- Hospital venue is cheaper and easier to organise
- **Some Pharma Companies will not attend at “resort” type venues – check with likely Reps**
- Check the venue insurance cover for the meeting as some venues require the organisers to be covered for personal injury.
- Also see Appendix A1

BANK ACCOUNT
- Open a charity type account or use an existing one if your department has one
- Welsh O&G treasurer will supply float  makiya.ashraf@wales.nhs.uk is the current treasurer
- The float to be used to pay the deposits for the venue
- Use Appendix E3 to project costs and register final costings for the meeting

ADMIN COMMITTEE
- Choose a small committee to help organise - lead consultant and secretary/admin to co-ordinate
- Once registration is open – **appoint one person to take responsibility**
- Co-ordinator should only receive instructions from one source, i.e. Lead Consultant
- Admin Co-ordinator should be responsible for Administrative tasks
- Admin Co-ordinator should attend the meeting to enable continuity

SPEAKERS
- Choose speakers and ensure their availability
- Agree on the Honoraria and any other expenses e.g. Overnight or travel  **CONFIRM IN WRITING**
- Presentation slot should be no more than one hour – 50 min presentation, 40 min presentation, 10 min for questions/discussions
- Keep a record of speakers secretaries
- Line up a spare speaker in case someone drops out
- Arrange local speakers in the morning to enable plenty of travel time for outside speakers to arrive for the afternoon
PHARMACEUTICAL REPS

- Some Pharma Companies will not attend at “resort” type venues – check with individual Reps
- Contact Reps to acquire sponsorship towards expenses, this makes up the bulk of the budget
- Find out what each rep requires for the fee e.g. logos on programme
- Ensure that the fee covers the stand and attendance of 1 Rep
- Once confirmed obtain the company logo which should be added to the programme
- Suggested fee - £500 per sponsor
- Keep sponsors happy

REGISTRATION FEE

- Should cover lunch and refreshments
- £25 Before the meeting “Early Bird”
- £40 after the Early Bird cut-off and on the day
- Successful Poster/Oral Presenters should be informed before the Early Bird date
- All participants including trainees presenting are charged
- Receipts should be given to payees - use a generic type receipt book
- Medical students presenting and retired members are free
- Medical Students not presenting are charged £10
- Host hospital to set price for own trainees depending on numbers and finances

REGISTRATION

- Registration forms are initially sent out around 6 months before the meeting and again nearer to the time with the draft programme
- All Documents and information will be made available on the WISDOM website
- Administrator to send Registration Form to WISDOM Team for distribution
- Appendix D2 – Registration Form

EVENING MEAL

- Usually £25-£35 to include wine
- Normally arranged 7.30pm for 8.00pm
- Paid for by all except invited speakers – confirm they will be attending
- Open to members and partners only
- Invited guests by prior arrangement with organiser
- Bear in mind distance between meeting venue and Restaurant
- Ensure there is a vegetarian option
- Appendix D2 – Registration Form
- Appendix E2 – Dinner Menu

ORAL PRESENTATIONS/POSTERS

- Refer to Instructions for Oral Presentation Appendix C1A
- and Poster Presentations Appendix B
- Administrator will send standard letter APPENDIX D3 and instructions, Appendix B to WISDOM Team for distribution to all trainees in Wales

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• E-copies of the posters should be sent to WISDOM for upload onto the website after the meeting.
  • Administrator should collate and send posters electronically to judges before the meeting along with Appendix C1C to Judges assessment sheet.
• Ensure successful candidates are told before the Early Bird cut-off date.
• Ensure successful candidates are told whether they present an Oral or Poster.
• Choose three Judges from your colleagues and outside your Health Board.
• The successful abstracts should be collated into booklet form for attendees on the day.
• Oral presentations 8 minutes with 2 minutes for questions.
• Oral presentations are judged by the President and one or two other members.
• Score Sheets and guidance are available Appendix C1C, C1D, C1E.
• Organiser should complete and send out Winners Certificates for 1st and 2nd Price for both the oral and poster presentation after the meeting. Appendix D9a, D9b, D9c, D9d.

MEMBERS
• All permanent O&G staff – Consultants/SAS staff.
• All grade 6/7 trainees.

PROGRAMME
• Last item to finish by 4.30pm.
• Allocate further 30 minutes for business meeting to finish by 5.00pm.
• Try and keep balance of Obs and Gynae.

WISDOM INPUT
• WISDOM will:
  • Provide instructions to Co-ordinator including document templates and logos (see below which should be amended appropriately).
  • Distribute Registration Documents and all correspondence relating to the meeting under instruction from the Organiser using Contact Lists held with WISDOM.
  • Advertise the date and venue via WISDOM.
  • Build a Meeting Specific Page on WISDOM to advertise the meeting which will be linked to Registration forms etc.
  • Build a Meeting Specific Page on WISDOM post meeting to include the programme for the day with links to the speaker presentations and posters.
  • Contact WISDOM wisdom@wales.nhs.uk.

TEMPLATES/DOCUMENTS
• Appendix A1 – Venue advice.
• Appendix B - What is a good poster.
• Appendix C1A – Guidance for oral presentation, Judging Panel.

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Appendix C1B – Guidance for oral presentation, Presenters
Appendix C1C- Judges Assessment Sheet
Appendix C1D - Shortlist Marking Sheet
Appendix C1E - Record of Papers Submitted

The following templates should be revised for your own meeting:

Appendix C1C-Judges Assessment Sheet, Add the Date of the Meeting
Appendix D1 – Organisers Invitation Letter
Appendix D2 – Registration Form
Appendix D3 – Invitation for Abstracts
Appendix D4 – Abstract Form
Appendix D5 – Final Programme
Appendix D6 – Certificate of Attendance
Appendix D7 – Abstract Booklet
Appendix D8a – Feedback Form
Appendix D8b – Feedback Form
Appendix D9a & Appendix D9d – Winners Certificates
Appendix E1 – Registration Spreadsheet
Appendix E2 – Dinner Menu
Appendix E3 – Costing Spreadsheet
Appendix E4 – Bank Instructions

WHAT TO SEND TO WISDOM FOR INCLUSION ON THE WISDOM PAGE

Organisers Invitation letter, Appendix D1 – sent out as soon as date has been fixed
- Call for abstracts, Appendix D3 – at least 3 months prior
  - Registration form including costs and payment details, Appendix D2 – required at least 3 Months prior
- Evening Meal Menu and venue details, Appendix E2 – required at least 6 weeks prior
- Programme, Appendix D5 – required at least 6 weeks prior if finalised
- After the Meeting:
  o Speaker presentations where there is consent
  o Posters
  o Evaluation of the Feedback Forms

ON THE DAY

- Ensure there are at least 2 people to take the registration – One to take money and one to keep track of the registration with Registration Spreadsheet
- Ensure that completed registration forms are taken to the meeting, this ensures you know which delegates have pre-paid
- Documentation that will be required on the day:

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- Registration Forms
- Registration Spreadsheets, i.e. who has registered, paid, evening meal etc. [Appendix E1]
- Registration packs which should contain as a minimum:
  - Programme [with sponsors details] [Appendix D5]
  - Feedback Forms [Appendix D8a & D8b]
  - Any marketing materials
  - Name Badges/Labels
  - WiFi Code if required
  - Abstract Booklet [Appendix D7]
  - Welsh O&G Society Bank Instructions [Appendix E4]
- Signed Certificates to hand out at the end [Appendix D6]
- Receipt book
- Lockable cash box with float
- Spare Stationery Items
  - Pens
  - Paper
  - envelopes
  - Blu Tac
  - Sellotape
  - String
  - Scissors
  - Table Covering for Reception Desk
  - Spare programmes
  - Spare Registration Forms
  - Spare Name Badges/Labels
- Spare Registration Packs