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**Guidance for regional groups hosting the ACPPLD Annual Learning Event**

**12 months prior to event**

1. Identify core organising committee members and their roles/responsibilities. A manageable number is five or six.
2. Identify provisional dates – The Annual Learning event (ALE) is a two day event and is usually held mid to end of September.
* To enable maximum attendance opportunities please avoid school holidays (for all of the UK) and allow for weekend travel options e.g. have a Monday start or a Friday finish. Beginning of the week is optimal, as allows for cheaper Sunday travel plans.
1. Identify potential venues – hotels that offer conference packages are advised. Previous hotel groups used are the Hilton, Best Western and Campanile, for example.
2. Ensure possible venues are easily accessible via a variety of transport options e.g. proximity to local airports, train stations. Remember ACPPLD members travel from all across the UK so the journey needs to be achievable and affordable.
3. Arrange site visits to shortlisted venues – what to check during this visit/meeting:
* Room availability, size and lay-out
* Reserving bedrooms options, including before and after conference e.g. Sunday night for Monday start, options for an evening meal for extra nights? And Cost?
* Doesn’t need to be included, but guidance for delegates where to go for food if they arrive late on Sunday night
* Release date for reserved bedrooms
* Minimum numbers for booking
* Parking
* What is included in the day delegate package
* IT equipment, costs and support available?
* Deposit – how much, when and how to pay it
* Identify a named point of contact at hotel
* Disabled access
* Check small print in any contract
* Final price inclusive of VAT
1. Costings - once venue has been agreed work out costings for event:
* As a guide costings have usually been worked out on a minimum of 30 full delegates attending

To work out your overall costs you need to identify:

* What is a day delegate rate
* Cost of Full attendance including 1 night accommodation based on single occupancy
* Accommodation rate for the night before
* Speaker costs - Base speakers’ costs and expenses on £100.00 per speaker. Previous experience indicates that most speakers won’t charge. Occasionally they ask for travel expenses. We usually have paid their parking costs and for them to stay for lunch with us
* Consider to what extent you want to subsidise members of the organising committee as their full attendance costs need to be factored in
* The differential between member and non-member rate needs to be significant and should be at least the cost of current ACPPLD membership fee.
* Consider costings for photocopying, stationary and thank you gifts (set budget)
* Any hidden costs not outlined as above??- (? hotel if last minute changes may incur these.)
1. Programme – start to discuss ideas and possible speakers. Consider having a theme as this sometimes makes it easier to plan around.
* Avoid mandatory training topics that people can get locally and usually for free.
* Try to keep the titles of lectures interesting but informative. If info is too brief it won’t attract people & delegates will struggle to convince their Manager of the benefit of attendance
* Positively encourage people with lived experience to be involved in the event- Speaker/ presentation (may need to be supported to do so)
* Ensure speakers are aware this is a National group so any references to documents and legislation need to consider the Four Nations versions (Scotland, England, Northern Ireland, Wales)
1. All ALE monies to be administered through the National Conference Account. Identified person from organising region to liaise with NEC Treasurer to organise routines.

**9 months prior to event**

1. Put a ‘Save the date’ advert in the Professional Network section of Frontline – this is free
2. Send dates & initial information to ACPPLD NEC Website and Newsletter officers
3. Programme:
* Provisional programme for each day – provide speakers name, title of session, contact speakers for summary,
* Factor in comfort breaks, lunch breaks
* AGM – schedule on day 1 at the end of the morning session
* Include a regional reports session, if timetabling allows
* Identify a ‘chair’ for each session – usually the person who has liaised with the speaker
* Consider a structured networking activity for the evening to promote informal networking and inclusion of solo participants.
* Decide if trade exhibit’s required (keep to a minimum in past as we have seemed too busy to look at stands and exhibitors have wanted more time, thus reducing speaker timings)
1. Application form – update using the template (appendix 1) with details relevant to your event.

**8 months prior to event (January)**

**13.** Send programme and application form to ACPPLD NEC Newsletter officer for inclusion in the Spring edition of the Newsletter

**14.** Send programme and application form to ACPPLD NEC Website officer for posting on the ACPPLD website

* Ensure Website officer kept fully up to date with any changes/ updates

**15.** Update advert in Frontline

**16.** Ensure National Executive Committee are kept up to date on progress

**7 months prior to event (February)**

**17.** Person receiving application forms to set up spreadsheet to manage applications (appendix 2)

* Add any relevant additional fields you may need (overnight accom, dietary needs etc)
* On receipt of each application add to the spreadsheet
* Complete invoice (appendix 3) and send one copy to identified person on application form and one copy to delegate.
* On receipt of payment acknowledgment sent to invoice and delegate
* Liaise regularly with national Treasurer to confirm receipt of BACs payments, we no longer accept cheques
* If any ‘New supplier’ forms are required then liaise with national Treasurer
* Create an email distribution list for all delegates, if GDPR enabled.

**18.** All members of the organising committee to keep a record of any expenditure and submit to local ALE Treasurer on appendix 4 for payment

**3 months prior to event (June)**

**19.** Reviewprogramme – timings, breaks etc, & update final details of presentation titles

**20.** Send updated article with reminder of closing date to NEC Newsletter editor for inclusion in summer edition

**21.** Ask NEC Website officer to send reminder emails to all members and post updates on website regarding countdown to closing date

**22.** Agree gifts for speakers

**23.** Rose bowl –needs to be engraved with the venue and date. Ensure the previous year’s ALE has been engraved on it before doing so (continuity)

**24.** Start collating contents for delegate packs:

* Delegate list including basic contact details (GDPR)
* Sourcefolders, pens etc Speakers CV’s
* Agenda’s for both days
* Evaluation forms for both days (appendix 5)
* Certificate of attendance (appendix 6)- Optional
* Name badges (appendix 7)
* Consider how to share speakers content, if able to, as many presentations are full of embedded audiovisual content which make email prohibitive due to size.
* Ask reps/ tourist offices about Goodies/freebies & in return advertising products in the conference handout folder
* 2019 ALE reps “sponsored” conference sessions via means of a donation, (amount tendered was £50 each- suggested) in lieu of freebies.

**In the last month prior to event**

**25.** Send all confirmed delegates an updated copy of the programme and travel information, include maps

**26.** Finalise numbers with venue

**27.** Finalise delegate list (Signing in list Appendix 10 and Name badges Appendix 7)

**28.** Decide on tasks during conference-session chairs, hosting speakers, contact with venue, room organiser

**29.** Finalise numbers with speakers for handouts

**30.** Arrange flowers for Ann Russell memorial rose bowl

**At the event**

**31.** An organising committee representative should arrive at conference venue the night before conference to welcome delegates and to check that all details of booking are correct.

**32.** During conference remain in touch with the venue staff to ensure smooth running.

**33.** Throughout the event identify your organisers in some clear way so people know who to ask if they have questions (previous options have been buttonholes, sashes, different coloured badges etc)

**34. House keeping considerations during the event**

* Sweets on tables – no wrapped sweets (noise is distracting)
* Chairing of each session
* Registration table
* Meeting and greeting of speakers
* Flowers for rose bowl
* Photographs – Assign a photographer. Advise photos being taken throughout are for newsletter and website. You must ensure you are aware of any delegate who doesn’t want their photo taken
* Toilets
* Fire alarms
* Twitter/ social media
* Identify Newsletter summary article contributors from organising committee/ attending delegates.
* Checking in and out of rooms routines
* Storage for delegates bags on check in/out

**Post event tasks**

**35.** Arrange a de-briefing meeting for as soon after the event as possible. It is useful to have a short meeting at the end of day 2.

**36.** Thank the venue officially

**37.** All outstanding presentations to be sent to all delegates ( if abled)

**38.** Collate the evaluation forms and provide a report to ACPPLD NEC for the November NEC meeting

**39.** Thank all speakers officially and provide feedback from their session’s evaluation

**40.** Let the National Treasurer have the list of delegates still to pay but organising committee treasurer remains responsible for chasing these up.

**Templates/ Appendix List**

1. Application Form
2. Spreadsheet for applications
3. Invoice
4. Spreadsheet for income and expenditure
5. Evaluation form (a) general (b) day 1 (c) day 2
6. Certificate of attendance
7. Name badge
8. Receipt
9. Programme
10. Signing in register
11. Organisers and speakers expense form
12. Folder cover
13. Welcome letter

**Additional information**

* Maintain good and regular communication with the venue – especially when it comes to the impending date(s) for releasing rooms