



STUDY DAY

ORGANISERS GUIDE

**Irish Institute of Radiography and Radiation Therapy** [www.iirrt.ie](http://www.iirrt.ie)

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IIRRT CPD Officer

*The IIRRT was founded in 1996 and is the professional body representing Radiographers and Radiation Therapists in Ireland.*

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The Irish Institute of Radiography & Radiation Therapy

**IIRRT**

*The IIRRT is a charitable body set up to support the science and practice of Radiography and Radiation Therapy. Our activities are directed at essentially improving patient care within healthcare settings by improving education, encouraging research and producing best practice guidelines.*

STEPS TO EVENT PLANNING

2) Planning

1) Initiation

# Historical data: check if any previous study days

# Needs analysis check local learning needs

# Examine feedback from previous CPD events

# Liaise with stakeholders-target audience/line managers/catering/IIRRT CPD Officer

# Risk management: if speakers pull out

# Insurance requirements for the venue

# Broad brush plan of the Study day -consider room requirements/theme of the day

# Numbers attending: consider approximate target audience

# Don’t progress without management approval

# Have a clear method of recording of all plans (shared drive)

# Share planning information with RTSM/RSM

# Liaise with IIRRT re date of event

# Appoint one member of organising committee to liaise with IIRRT CPD Officer

# Review IIRRT CPD event organisers information-endorsement and funding application <http://www.iirrt.ie/cpd/application-for-cpd-funding>

# Decide if you require IIRRT funding or just IIRRT endorsement

# Decide study day format-presentations/workshops

# Select theme/ topic/speakers for event

# Approach Speakers with proposed topics/learning outcomes

# Draft study day programme

* Liaise with catering –cost per delegate, break times

# Explore venue costs, is there a requirement for break out rooms

# Determine venue capacity

# Determine venue IT provision. Is Wi-Fi available, IT Support, projector

# Submit endorsement /funding application/course programme to IIRRT CPD Officer at [iirrtcpdofficer@gmail.com](mailto:iirrtcpdofficer@gmail.com)

# INITIATION

# PLANNING

# IMPLEMENTATION

# EVENT

# CLOSURE

**1) INITIATION**

|  |  |
| --- | --- |
| Ten Weeks | Collate abstracts/abstract booklet |
| Six Weeks | Submit endorsement / Funding Application to the IIRRT CPD Officer  Confirm venue, caterer, and IT requirements  Prepare and circulate Flyer |
| Four Weeks | Liaise with IIRRT CPD Officer if IIRRT funded day to ensure event live on IIRRT |
| One Week | Confirm approximate numbers to Caterer  Prepare study day packs information  Check IT, format presentations to be sent, sound provision and seating layout. Appoint helpers for registration, photos, help with layout of food |
| One Day | Arrange seating, speaker gifts water for speakers  Upload all speakers’ presentations, set up registration desk |

* Analyse feedback from evaluation forms and send feedback report to IIRRT CPD Officer [iirrtcpdofficer@gmail.com](mailto:iirrtcpdofficer@gmail.com)
* Attendance list to be sent to IIRRT Office to arrange refunds for delegates [iirrt@gmail.com](mailto:iirrt@gmail.com) and cc [iirrtcpdofficer@gmail.com](mailto:iirrtcpdofficer@gmail.com)
* All study day expenses to be listed on IIRRT Expense form [www.iirrt.ie/type](http://www.iirrt.ie/type) in and forwarded to IIRRT office
* Email speakers and thank them for their contribution to the day
* Prepare study day report and photographs for inclusion in the IIRRT Radiography Ireland Journal
* Examine possible topics for future study days based on feedback from the day

4) Event

3) Implementation

* If CPD event is endorsed/funded by the IIRRT proceed with plans
* Compile flyers/abstract booklet using IIRRT template/CPD endorsed logo <http://www.iirrt.ie/wp-content/uploads/2012/05/Radiation-Protection-Update_020213_Flier.pdf>
* IIRRT will provide speakers, delegate certificates of attendance, study day folders and pens (if IIRRT funded event )
* Send flyer to IIRRT CPD Officer for circulation nationally
* IIRRT will circulate to IIRRT Members IIRRT Facebook page, IIRRT Twitter account.

IIRRT CPD representatives, IIRRT website.

* Seek abstracts / speaker biographies
* Prepare information for event booking system/IIRRT website, venue capacity, car parking, site maps
* Confirm catering / venue / speakers for the date

## Request IIRRT Certs of attendance and presenters certs

## Organize speakers gifts (maximum of 15 euros per gift)

## Request presentations to be sent to your email address one week before the event. ensure you insert deadline in this email

## Check if there is any pre-reading materials to be sent to delegates

**ONE WEEK BEFORE**

Acquire final registration list/certs of attendance / speakers certs from IIRRT CPD Officer

Email delegates car parking arrangements /map to find venue

Email delegates any pre reading material

Confirm numbers with catering/special dietary requirements

**Event Checklist**

* Bookings open on IIRRT event management system
* IIRRT study day flyer sent to targeted depts.
* Abstract booklet prepared
* Certs with IIRRT/CPD endorsed logos
* Evaluation sheets prepared
* IIRRT Study day folders/pens
* Catering menus confirmed
* Registration list and registration desk prepared
* Downloaded expense sheets from IIRRT website for all expenses.

5) Closure