

Guidance for Members

Introduction

As interest in NAPICU activities from psychiatric intensive care / emergency psychiatric services and individuals around the world has been increasing over the past few years, the Local Quarterly Meetings structure has changed to allow international member wards to host Local Quarterly Meetings anywhere in the world.

In conjunction with members, NAPICU hosts four one-day educational meetings per year, usually in the UK. International colleagues are welcome to attend these meetings in UK. Meeting dates and details can be found on NAPICU website: www.napicu.org.uk

The following guidance is for International NAPICU members wishing to host a NAPICU Local Quarterly Meeting outside of the UK.

At NAPICU, we are aware of the international differences in terminology, especially those defining Psychiatric Intensive Care. Psychiatric Emergency Services, Psychiatric Emergency Care Centres, or Comprehensive Psychiatric Emergency Programs are all recognised synonyms of what we in the UK define as Psychiatric Intensive Care Units. For simplicity in this document, we have referred to PICU's, however if any clarification is required, please do get in touch with NAPICU.

Guidance for International Members

Hosting a NAPICU International Quarterly Meeting with the aid of the NAPICU Administration Office 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 and help promote our common goal of improving the experience and outcomes for patients within Psychiatric Intensive Care or Low Secure services.

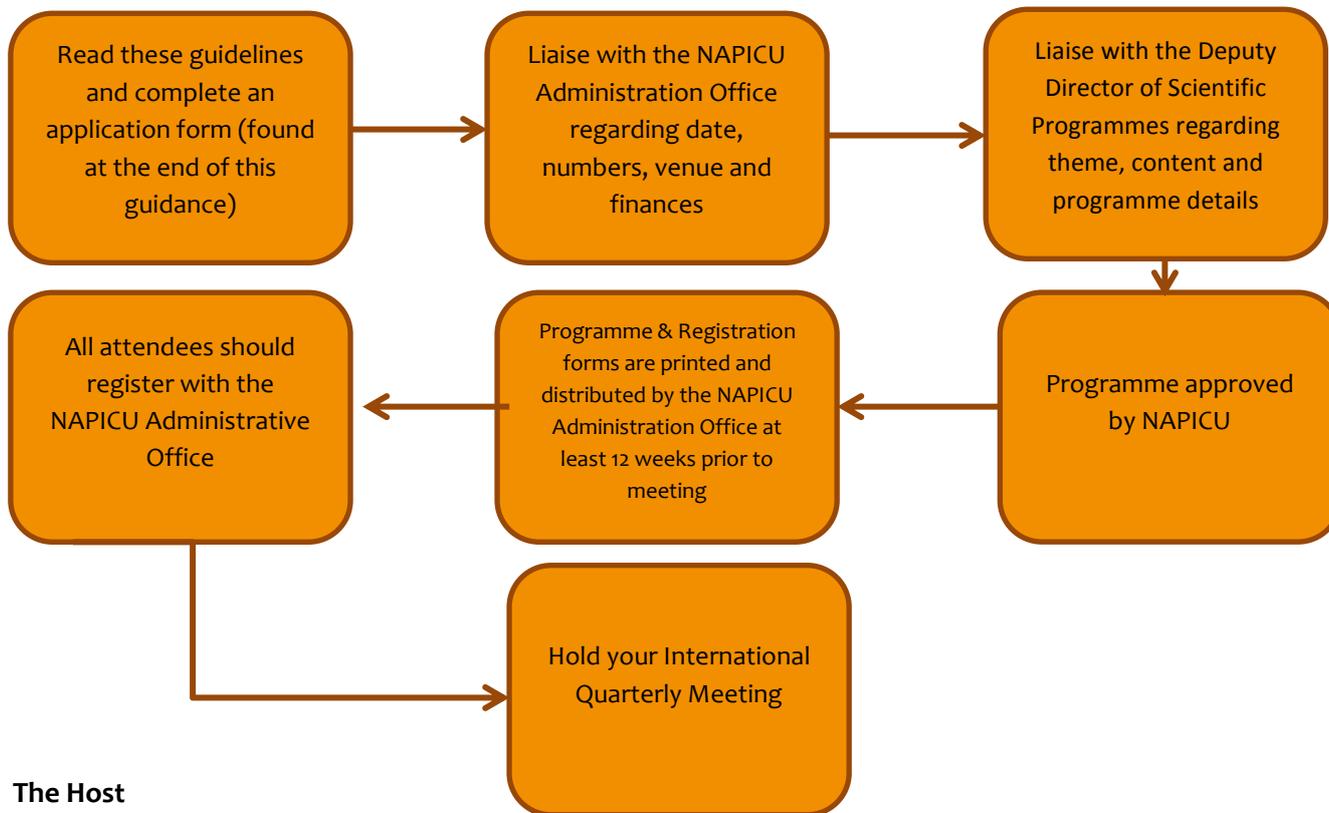
Hosting an International Quarterly Meeting is a great opportunity to network professionally, make contact with colleagues and build relationships with other units. You can put your unit on the map by showcasing examples of good practice by hosting a meeting.

The NAPICU Administration Office, the NAPICU Director of Scientific Programmes or the NAPICU Deputy Director of Scientific Programmes are there to help you by providing assistance marketing your event, delegate registration, and running your event on the day. The programme content is responsibility of the hosting International member and will be developed in collaboration with NAPICU Director of Scientific Programmes.

If you would like more information about hosting an NAPICU Quarterly Meeting, please contact the NAPICU administrative office on info@napicu.org.uk or by telephoning +44 (0) 1355 244585.

How to Organise a NAPICU International Quarterly Meeting

Any NAPICU member interested in hosting an International Quarterly meeting should engage in correspondence with a UK based member, the NAPICU Administrative Office and a Director of Scientific Programmes.



The Host

Any fully paid member of NAPICU can arrange to host an International Quarterly Meeting.

It is generally helpful to have a single point of contact from the host organisation (the international host co-ordinator). The role of the international host co-ordinator includes:

- ♦ liaising with the NAPICU Administration Office and the NAPICU Director or Deputy Director of Scientific Programmes in the run-up to the Quarterly Meeting
- ♦ to manage the event on the day in association with NAPICU Administration Office and NAPICU Directors of Scientific Programmes
- ♦ to work with NAPICU to ensure that no undue financial risk is undertaken either by the host organisation or NAPICU

Dates of Your Meeting

The first step is to consider the date of the International Quarterly Meeting. NAPICU generally prefer to hold Quarterly Meetings outside of the UK on Monday or Friday. As the name suggests, there are usually four Local Quarterly Meetings evenly distributed throughout the year.

When identifying a date, other events and constraints such as the NAPICU Annual Conference, NAPICU Executive Meetings and national holidays must be borne in mind. In view of this and the popularity of Quarterly Meetings, it is important to contact the NAPICU Office to discuss potential future dates well in advance. You can check the NAPICU website www.napicu.org.uk for forthcoming meetings.

The Venue

It is the responsibility of the international host co-ordinator and the host organisation to provide a suitable venue. The venue should be able to provide a meeting room and a registration area where the NAPICU Administration Office staff can set up a registration table.

The venue should accommodate between 40-100 delegates. Morning coffee/tea, a buffet lunch and afternoon coffee/tea are required.

Occasionally, the host organisation in conjunction with NAPICU, may involve an external exhibitor, and this may need to be factored into space requirements.

Accommodation

Often non-local delegates attending may require an overnight stay. The hosts are not expected to arrange or finance this; but it is helpful if you can recommend some accommodation.

The Speakers

All speakers should be identified and invited by the international host co-ordinator, and they should be from a range of professional disciplines. The host should ascertain in advance the audio-visual requirements of the speakers.

On invitation speakers should be advised that it is usual for NAPICU to provide copies of all presentation materials on the members-only area of the NAPICU website access by NAPICU members. Consent from speakers should be sought to do this.

The NAPICU Executive Committee will ensure that at least two members attend each International Quarterly Meeting. They will deliver a short session to provide an overview of the work and role of NAPICU, in addition they can be asked to assist with chairing the meeting if required. The host can involve the NAPICU Executive Committee members as little or as much as desired in the day's proceedings.

Financial Arrangements

NAPICU will offer financial assistance to a maximum of £400 (or equivalent value) towards the cost of the venue and catering.

Speakers' travel and any accommodation expenses are to be borne by the hosts. NAPICU is not responsible for speakers' expenses.

If the international host co-ordinator (or the host organisation) plans to seek external sponsorship for the event, this must be directed through the NAPICU Administration Office. The most convenient way to do this is for the international host co-ordinator to have a preliminary discussion with the external sponsor, and then put the external sponsor in contact with the NAPICU Administration Office.

Please note that NAPICU does not profit from external sponsorship in relation to Local Quarterly Meetings, and all external sponsorship that is arranged for the event will be passed on to the host organisation to go towards the cost of the event, once it is received from the external sponsor. However, 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 economy travel and accommodation expenses of the two NAPICU Executive Committee members will be covered by NAPICU.

Registration and entrance to NAPICU Quarterly meetings must be made free to NAPICU members, and available at a small charge to non-members (to NAPICU).

Developing a Programme

The day's programme should be based on a theme which should be suitable for the international audience, and should involve a variety of speakers from different disciplines.

Please find below a blank sample of a Preliminary Programme, this is only a guide and can be adapted as you see fit.

Please note that the NAPICU Executive Committee member will require a 20 minute slot at the beginning of the day to outline the work and role of NAPICU and the learning opportunities.

It is expected that the NAPICU events are conducted in English as this is the common language to the majority of members. If an event or part of it is to be held in any other language, this should be discussed with the NAPICU administration office and the Deputy Director of Scientific Programmes

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| 09.30 – 10.00 | Registration & Tea/Coffee |
| 10.00 – 10.15 | Introduction by the Host Presenter <i>Host Presenter and/or Co-Ordinator</i> |
| 10.15 – 10.30 | Introduction to NAPICU* <i>NAPICU Executive Committee Member</i> |
| 10.30 – 11.30 | Presentation 1 <i>Speaker 1</i> |
| 11.30 – 12.30 | Presentation 2 <i>Speaker 2</i> |
| 12.30 – 13.15 | Lunch |
| 13.15 – 13.45 | Presentation 3 <i>Speaker 3</i> |
| 13.45 – 14.15 | Presentation 4 <i>Speaker 4</i> |
| 14.15 – 14.45 | Presentation 5 <i>Speaker 5</i> |
| 14.45 – 15.00 | Refreshments |
| 15.00 – 15.30 | Presentation 6 (Panel Question Time) <i>Speaker 6 (or a panel made up of speakers and NAPICU Executive Committee Member)</i> |
| 15.30 – 15.40 | Summary and Thanks <i>Host Presenter</i> |

Registration for Attendees

Once the programme has been agreed with the NAPICU Directors of Scientific Programmes, the NAPICU Administration Office will advertise and distribute the programme and registration form to all NAPICU contacts, including via the website. Ideally the draft programme should be sent out at least 12 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 the number of delegates and any special dietary/access requirements on a regular basis.

The NAPICU Administration Office will process payments of any non-NAPICU members applying to attend quarterly meetings.

On the Day of Your Event

On the day of the event, the international host co-ordinator should be available to oversee the smooth running of the event from the host organisation's perspective. The international host co-ordinator should ensure that all audio-visual presentations are available for uploading.

The NAPICU Administration Office will provide two members of staff to set up the registration area, pack delegate folders, operate the registration desk, and assist with audio-visual equipment if required.

The NAPICU Administration Office will provide certificates of attendance for registrants.

The NAPICU Administration Office will design and provide feedback forms for distribution at the event. These will be collated and results will be made available to the hosts.

Contacts

NAPICU Director of Scientific Programmes, Deputy Director of Scientific Programmes 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

G75 0QR

Tel: +44 (0) 1355 244 585

Fax: +44 (0) 1355 249 959

Email: info@napicu.org.uk

Web: www.napicu.org.uk