



# napicu

national association of psychiatric intensive care & low secure units

## Hosting a NAPICU Quarterly Meeting

**Guidance for Members**

Hosting a NAPICU Quarterly Meeting with the aid of the NAPICU Administration Office (Northern Networking Events) will enable your team to develop local networks and allow you to showcase your best practice.

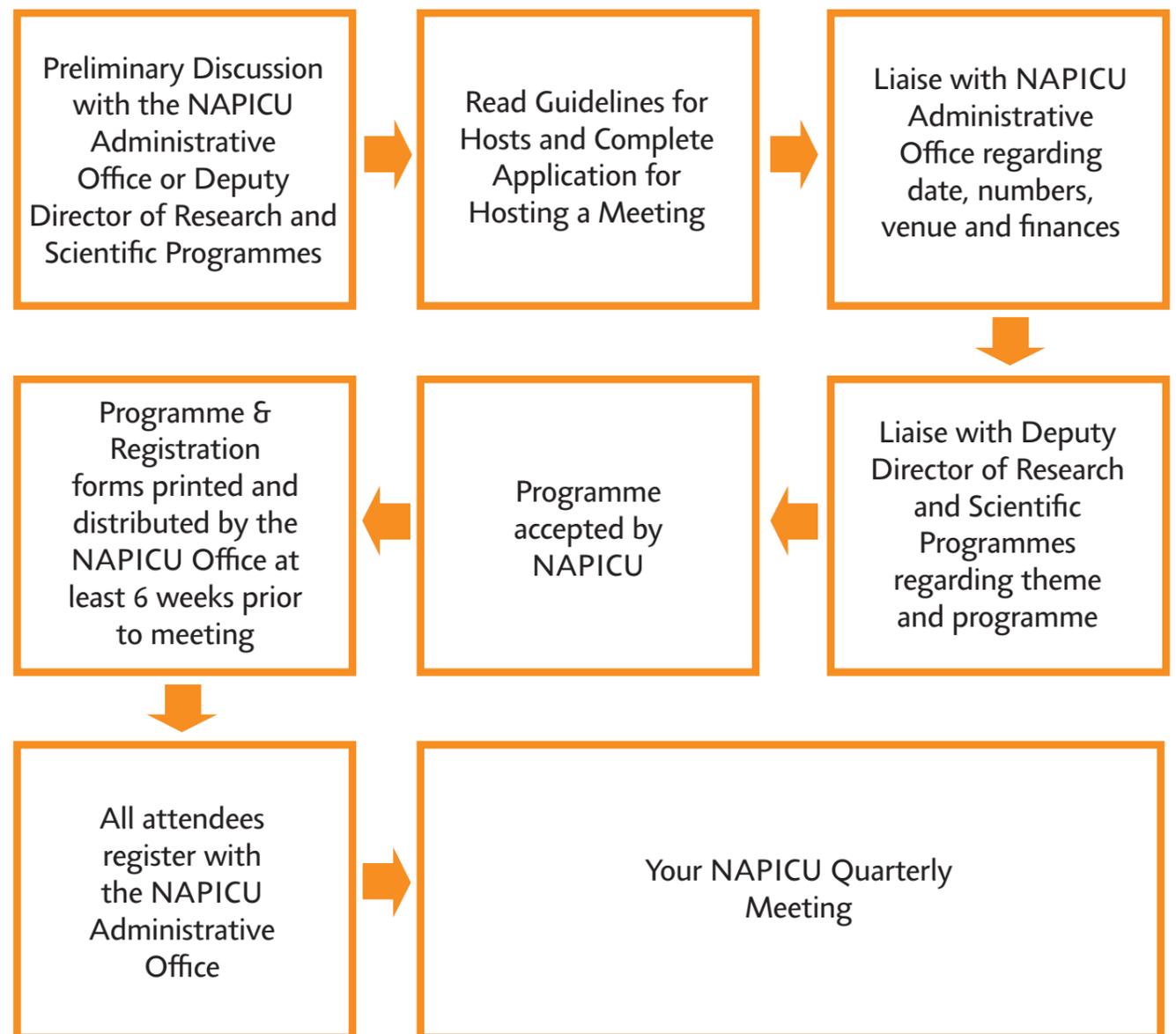
It will also develop the link between your service and NAPICU and help promote our common goal of advancing the care and treatment of those who require psychiatric intensive care or low secure care.

Hosting a Quarterly Meeting is a great opportunity to make contact with colleagues and build relationships with nearby units. You can put your unit on the map by letting others know about your examples of good practice by hosting a meeting.

The NAPICU Administration Office are there to help you by providing assistance in selecting a venue, marketing your event, delegate registration, and running your event on the day.

If you would like more information about hosting a NAPICU Quarterly Meeting, please contact the NAPICU administrative office on [info@napicu.org.uk](mailto:info@napicu.org.uk) or by telephoning 01355 244585.

## How to Organise a NAPICU Quarterly Meeting



## The Host

Any fully paid member of NAPICU can arrange to host a Quarterly Meeting. It is generally helpful to have a single point of contact from the host organisation (the host co-ordinator). The role of the host co-ordinator includes liaising with the NAPICU Administration Office and the NAPICU Deputy Director of Research and Scientific Programmes in the run-up to the Quarterly Meeting; to manage the event on the day in association with NAPICU; and 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 Quarterly Meeting. NAPICU generally prefer to hold Quarterly Meetings on a Wednesday, Thursday or Friday. As the name suggests, there are usually four Quarterly Meetings across the year, although they are often not evenly distributed due to other events and constraints such as the NAPICU Annual Conference, NAPICU Executive Meetings and the holiday season. The Quarterly Meetings are very popular with our members, therefore it is important to contact the NAPICU Office to check availability in advance. Please contact the NAPICU Administration Office to discuss potential future dates.

You can also check the NAPICU website, [www.napicu.org.uk](http://www.napicu.org.uk), for forthcoming meetings.

## The Venue

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

The venue should accommodate a maximum of between 50-120 delegates, depending on the size of the event. Morning coffee/tea, a buffet lunch and afternoon coffee/tea are required. Assistance in selecting a venue can be given by the NAPICU Administration Office if required.

Occasionally, the host organisation in conjunction with NAPICU, may involve an external exhibitor, and this may need to be factored into space requirements. Often non-local delegates attending may require an overnight stay; it is therefore helpful if you can recommend some accommodation.

## The Speakers

All speakers should be contacted by the host co-ordinator to ascertain audio-visual requirements in advance. It is important to check whether AV equipment is included in the venue hire, if not, please liaise with the NAPICU Administrative Office to discuss your requirements.

NAPICU will provide a lap top.

Speakers' expenses and travel arrangements should be organised by the host organisation.

NAPICU is not responsible for settling speakers' expenses.

## Financial Arrangements

NAPICU will offer financial assistance to a maximum of £400 towards the cost of the venue and catering. If the host co-ordinator or the host organisation plans to seek external sponsorship (external to the host organisation or NAPICU) for the event, this must be directed through the NAPICU Administration Office. The most convenient way to do this is for the 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 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).

## Developing a Programme

Please contact the NAPICU Administration Office in the first instance to discuss dates, venue and financial issues. You will then need to provide a preliminary programme for discussion and liaison with the NAPICU Deputy Director of Research and Scientific Programmes. This programme should be based on a theme for the day, and it should involve a variety of speakers from different disciplines.

Below please find a blank sample of a Preliminary Programme:

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

This blank programme is a guide only and can be adapted as you see fit.

*\* Please note that the NAPICU Executive Committee member will require a 15 minute slot during the day to inform the attendees about NAPICU and its learning opportunities. This normally takes place in the morning before/after the host has delivered an introduction to the meeting. Apart from this 15 minute segment, the host can involve the NAPICU Executive Committee member as little or as much as desired in the day's proceedings.*

## Registration

Once the programme has been agreed with the NAPICU Deputy Director of Research and Scientific Programmes, the NAPICU Administration Office will distribute the programme and registration form to all NAPICU contacts. Ideally these should be ready to send out at least six 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 delegate and catering numbers and any special dietary/access requirements on a regular basis.

## On the Day of Your Event

On the day of the event, the host co-ordinator should be available to oversee the smooth running of the event from the host organisation's perspective. The 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, man the registration desk, and assist with audio-visual if required. The NAPICU Administration Office will approach all speakers on the day and will ask permission from the Speakers to have their presentations available on the NAPICU Members Only website.

Feedback forms will be designed and collected by the NAPICU Administration Office and results will be recorded and sent to the host.

NAPICU endeavours to provide at least one member of the NAPICU Executive Committee, who can assist with chairing the meeting if required.

## Contacts

NAPICU Deputy Director of Research and Scientific Programmes and the NAPICU Administrative Office can be contacted on the following:

NAPICU Administrative Office  
 Scottish Enterprise Technology Park  
 Nasmyth Building  
 2nd Floor Nasmyth Avenue  
 East Kilbride  
 Glasgow  
 G75 0QR  
 Tel: 01355 244 585  
 Fax: 01355 249 959  
 Email: [info@napicu.org.uk](mailto:info@napicu.org.uk)  
 Website: [www.napicu.org.uk](http://www.napicu.org.uk)

## Application to Host a NAPICU Quarterly Meeting

Host Co-ordinator's Details (You will be the main link with NAPICU)

Name: \_\_\_\_\_ NAPICU Membership No: \_\_\_\_\_

Organisation: \_\_\_\_\_

Associated PICU/LSU: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

## Planning your NAPICU Quarterly Meeting

Quarterly Meetings run four times a year on the suggested months below. Please indicate your preferred month to host your meeting. Once this is established, please contact the NAPICU Administrative Office to discuss potential dates.

February / March

July

May

November

Details of your selected venue

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name at the venue: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Maximum seating capacity of venue (50-120 is generally acceptable):

If you would like assistance from NAPICU in locating a venue please contact the NAPICU Administrative Office.

Please complete this application form and return to NAPICU Administrative Office.  
 NAPICU Administrative Office Scottish Technology Park, Nasmyth Building, 2nd Floor Nasmyth Ave, East Kilbride, Glasgow G75 0QR  
 Tel: 01355 244 585 Fax: 01355 249 959 Email: [info@napicu.org.uk](mailto:info@napicu.org.uk)



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NAPICU Administrative Office

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