



**PICS** Paediatric Intensive  
Care Society

## **PICS Conference Guidelines & Regulations**

September 2018

## Introduction

Thank-you for putting your team forward to host our annual conference. These guidelines are to help orientate your Committee and help with your proposals. We look forward to working with you.

PICS Conference is held annually each autumn, usually in September or October. The current format comprises of three days of meetings consisting of an educational master class day, followed by the two days of the Annual Conference itself. The first day is also utilised by Council and a number of PICS Sub Groups to host their meetings in association with the Conference.

Each year the sessions of the Conference follow a thematic issue. This should be chosen by your team at the earliest opportunity. The format of the master classes and the main conference is largely up to you but subject to approval by PICS Council.

There are requirements with regard to both the academic content and the presentation of oral and poster presentations. Abstracts must be accepted through the online submission process and subject to a formal review process. The Conference must also capture opportunities for delegates to attend the trade show. The program should be designed to ensure an adequate exposure for the companies that exhibit as their support is critical to the funding and future of our conferences.

Submitted abstracts and the resulting poster and oral presentations are organised centrally via the PICS Education and Science Committee. Issues relating to these sessions can be addressed with the PICS Education and Science committee Co-chairs.

As part of your program you may wish to invite both national and international speakers. These should be selected not just for their educational value but also to add highlights to the Conference. The number and home location of these people may significantly impact on the costs incurred in staging the Conference. For this reason a scheme of speaker expenses has been agreed by PICS Council and is contained in this document. Any deviation from this must be authorised by the PICS Conference Officer.

The program should include material that appeals to PICS members from all the PIC disciplines (medical, nursing and allied professionals). Wherever possible a multidisciplinary approach should be adopted such that the sessions offer some value to all team members, rather than streaming by professional group.

In order to assist you with the organisation of the Conference a PICS Conference Officer (PICS CO) has been appointed (Lynda Pittilla). This person will support you throughout the process of planning and realising the Conference. They will also be your first point of contact with Council and will liaise with you regarding the various deadlines and regulations stipulated by PICS. In addition a company has been engaged to act as conference secretariat (PCO) (Index Communications Conference Services) to undertake all logistics and manage the budget etc.

## Contacts

### PICS Conference Officer

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## Roles & Responsibilities

PICS Conference has become a major event with a turnover around £130k each year. As such it is important that this activity is managed in a structured way. Whilst we want you to feel that the Conference you are hosting is essentially your Conference, PICS is underwriting the whole process both in terms of reputation and fiscally. As such there are a number of regulations regarding the conduct of the Conference and its finances.

Guidance is provided in this document and you will be supported by the PICS Conference Officer (CO) throughout your planning and delivery process to ensure all the appropriate criteria are met. The PICS CO should be regarded as your first point of contact with PICS and the guidance they provide should be regarded as coming from Council.

## Conference Secretariat Support

PICS has contracted with a professional conference organiser (PCO) to support your team, making the directing of your conference less time consuming and offering experience in Conference development and management. The Secretariat's role is to develop the Conference under your team's direction, to offer their experience to guide the Committee and to provide the systems and expertise to look after your delegate's, sponsors and ultimately to manage the delivery of the Conference. The PCO is responsible for reporting on the financial aspects of the Conference direct to the PICS Conference Officer and so Council.

## Financial Arrangements

The PICS Annual Conference is underwritten by PICS itself. Consequently all proposed budgets must be approved by Council through the offices of the PICS CO. The projected budget should be configured to achieve a profit of no less than £10k (Target £15,000). This safety/minimum profit margin may not be altered without discussion with the PICS CO who will in turn secure the approval of PICS Council before final sign off.

The first prospective budget should normally be completed and submitted to the PICS CO before the Christmas Break in the year preceding the conference. This will allow sufficient time to discuss the content before it becomes necessary to fix the conference fees for external advertising. These negotiations (if necessary) should be completed by 31<sup>st</sup> January in the year of the conference.

Please note that all major expenses will need to be identified in the projected budget notably the venue, venue catering and speaker list. It is also advisable to have set a budget for the networking program at this stage, this is essential if the programme is to be covered by the conference fees.

The Conference would also like:

- To offer bursaries connected with abstract submissions which need to be accounted for within the budget.
- to host fund the travel, accommodation and registration of the President, Treasurer, Honorary Secretary, Conference Officer and the members of the PICS Ed/Sci Committee (See appendix)
- to host fund the Linkman Award winner one day's registration and new honorary members full registration including social programme

- To provide facilities for Special Interest Groups meetings to be held on the Pre-conference Day (usually Wednesday) which need to be accounted for within the budget.

Registration Fees must also be agreed with the CO. They should not vary significantly from year to year. A discount should be offered for early booking and a nominal rate should be made available to students who would like to attend. Registration during the week of the conference is not-ideal and should therefore be set at a premium rate.

## Programme

It is essential to assemble a good scientific programme as the main benefit of the Conference (networking is quoted as equally important).

The Main Conference Programme should:

- Anticipate talks that will make a significant contribution to PIC, satisfy the needs of CME and of the multi-disciplinary team
- Offer choices within the programme (parallel sessions)
- Offer a choice of keynote, workshops, and options for participation e.g debates, Q&A, voting and other technologies.
- Be able to accommodate company hosted symposia
- Offer a faculty for the Conference that enhances the reputation as a significant and educationally high standard event each year.
- Offer sessions for accepted abstracts
- Compete with other Conferences and allow units to easily send staff to.

The Pre-Conference Programme should

- Provide good educational workshops for juniors and new consultants
- Faculty should be drawn from local teams or from agreed Faculty members in the main programme to keep costs to a minimum
- Be self financing or contribute to the funding of the main programme

## Speakers

It is essential to assemble a good scientific faculty for the Conference that creates a reputation as a significant and educationally high standard event each year that competes with other conferences for trade support and allows units to easily make the decision to send staff to.

### Pre-conference Speakers

Pre-conference speakers should be chosen from your locality to showcase your unit. Outside speakers can be invited and ideally be included in the main programme. The costs will be borne by the main conference.

The Faculty and its costs must be offset against budget constraints. Overseas speaker expenses can rapidly escalate and their number must necessarily be restricted and costs controlled. We would advise when such speakers are invited they are asked to take part in a number of sessions including chairing, to increase the value we get from them!

In all cases speakers' expenses shall be regulated by the rules shown in Appendix B. There must not be any deviations from these rules without prior discussion with Council (through the PICS CO). Note that this position is as much to protect you as it is to protect PICS. Any person that makes promises of expenses or remuneration to speakers not covered by the policy shall be personally responsible for those expenses and also expected to resolve the matter with the speaker concerned.

## **Sponsored Sessions**

The Secretariat will advertise opportunities for companies to host educational sessions for a fee. These sessions can attract a substantial amount of funding. The sessions can take the form of workshops through to didactic sessions staged in the main hall. The Conference program should offer facilities to hold these events; their organisation will be supported by the Secretariat. The positioning in the programme often requires some careful planning to ensure that the sessions do not compromise the delegates' time with exhibitors but also allowing a good number of delegates to attend.

## **Abstract Presentations & Posters**

Each year we invite the submission of abstracts for presentation relating to the practice of PIC. We focus on novel clinical or scientific work and also on teaching and innovations in practice. Our aim is to promote research and clinical innovation but also to offer experience to more junior members of staff in training. We encourage submission from all members of the PIC multidisciplinary team.

Recent conferences have attracted more than 100 abstract submissions and we have seen a steady increase year on year.

Abstract submission and selection is managed centrally by the PICS Education and Science Committee. Abstract submission is organised electronically via the conference website and the submission system is overseen by the Secretariat. Abstracts are anonymised and peer reviewed by members of the Ed/Sci Committee, the PICS SG chair and invited external reviewers. The submitting authors will be informed of the outcome of their submission by the Secretariat.

Submitted abstracts that are accepted by the committee will be recommended for oral or poster presentation plus oral posters. All delegates offered a presentation slot or poster display must register (and pay) with the conference at least two weeks before the Conference.

### **Oral presentations**

A minimum of 12 oral presentations should be included in the program. Each presenter should be offered a 15 minute slots, including questions, equating to a minimum of 3 hours in total. These presentations should be delivered in two or more sessions spread across the two main conference days.

The aim of these sessions is to showcase our researchers and disseminate their work as widely as possible. They should form part of the main program and must not be timetabled to 'compete' against the most popular plenary sessions. It is understood, however, that they may be one of a number of parallel streams. It is essential that the PICS Ed/Sci Chair is informed of the timings of the oral sessions before the abstract closing date.

**Poster presentations (Electronic presentation via PICS APP for 2018)**

The poster presentations have become an important component of conference. While we expect a good degree of rigour both clinically and scientifically, we try to encourage as many posters as possible. We would advise that venues are chosen to allow flexibility in terms of poster numbers. It is also helpful if posters can be placed in easily accessible space with a good flow of break time and lunchtime delegates. Organisers should anticipate needing space for between 100-150 posters in their early plans. The Ed/Sci chair will advise as soon as possible after abstract closing if expected numbers are likely to fall outside this range.

Presenters will be expected to put up their posters by the start of the first session\* on the first main conference day. Please aim to have poster viewing sessions at lunchtime on both of the main conference days. A formal poster viewing session / networking event should be scheduled during the conference. This would normally be expected to occur over one of the lunchtime slots. Presenters will be expected to be available at their posters at one or more of these times. Although your timings and format of poster viewing sessions may vary, it is essential that the Ed/Sci chair is made aware of these before the abstract closing date.

\*For 2018 there is planned to introduce a Conference APP which will list the scientific content of the Conference. For the initial year there may be a plan to show both printed and electronic posters.

**Other presentations/provisions**

*Annual Member's Meeting (AMM):* Time must be set aside for PICS Annual Members Conference at lunch time on the last day. The AMM should not compete with delegate time to have lunch or meet with exhibitors.

*PICANET Update:* A 20 minute slot for a PICANET Update to be presented should be incorporated as part of the program.

**Prizes**

Each year we award prizes for the best quality submitted abstracts / presentations. The winners will be selected by a panel of judges overseen by the Ed/Sci Committee. These will normally comprise Best Poster, Best Oral Presentation and Best Overall, attracting a certificate, trophy and £400, £200, £100 respectively. The number / format of the prizes may be altered if agreed in advance with the Ed/Sci Chair & CO.

**Social Media**

Social media is now becoming an accepted part of conferencing. Provision should be made to embrace and manage social media options. This should be part of a plan connected with the website and APP.

**Delegates**

All delegates in attendance must be registered with the Secretariat. (This includes local staff who should not expect to be given access on an ad hoc basis).

Delegates must have paid their conference fees in full before being given access to the Conferences. The only exception to this rule will be if there is a failure of the credit card payment system on site.

Delegates that are current members of PICS should be offered a reduced rate for the conference. Those who are not members should be offered the opportunity to join PICS as part of the registration package.

The discount structure for members should be agreed with the PICS CO as part of the budgeting stage of planning.

## Sponsorship

We are fortunate to receive support from a number of sponsors, many of whom return year after year. This support contributes a significant proportion of the cost of holding the Conference and it is essential that we look after the representatives that attend in order to ensure their on-going support.

PICS policy is to increase the number of companies attending the annual Conference to improve financial stability followed by a reduction in registration fees.

The PCO and PICS CO will produce and distribute a 'marketing prospectus' and will liaise with these companies to secure their support and carry out all the administration. Any help your Committee can provide (personal contacts etc.) in this regard will be gratefully received, working as a team with the Secretariat. Please do not approach any companies/organisations without advising the PICS CO first.

Your committee should seek out company contacts details and pass them on to the Secretariat at an early stage. This ensures that local executives can be contacted to promote the event to head office.

Any approach you then make should be by way of introduction; all negotiations regarding fees/sponsorship will be managed by the secretariat and PICS CO.

Please note that the relationship with the companies is to build up over the years and planning at your conference should encourage future support but ensuring that delegates can have time and physical opportunities to visit the companies.

Compliance: there is a continuing increase in voluntary and legal regulation of pharma and medical equipment providers. The conference should remain compliant with EthicalMedTech guidance – a recently established organisation with medical equipment 'members' who need the listing of the conference as compliant to allow the easy involvement of the member company.

## Networking Program

You are encouraged to organise suitable and appealing activities on the first and second nights for both delegates and faculty. These should provide an opportunity for both relaxing and networking.

The first night will usually only have relatively small numbers of attendees but it is a good opportunity for people to meet and relax after their journey to the conference.

The second night (Annual Conference Evening) should look to appeal to as many faculty & delegates as possible. Thus the second night should appeal to delegates and compete with local networking alternatives. It is a good opportunity to showcase your home city thorough the choice or venue, menu or entertainment, enjoy it!



Ticket price ranges from £25.00 to £65.00 to cover the second evening's dinner costs. Venue and entertainment cost may be covered within the main conference budget.

It is recommended that the first nights reception is included in the registration fee. The Annual Conference Evening may be seen as an option extra or may be incorporated in the overall cost, with a suitable opt-out. Thus the main reception should appeal to delegates and compete with local networking alternatives.

Exclusive, faculty only, social events should not be included in the conference programme, faculty members may be offered free tickets to the networking events as per policy.

## Feedback

In order to develop or maintain good educational governance and eligibility for CME points and a 'quality' product for today's delegates, it is essential that conference feedback is gathered and taken into account when planning yours and future events. Feedback forms should be included in the conference pack given to the delegates on arrival.

It is recommended that attendance certificates are only issued to delegates in exchange for completed forms and those full paid registrations.

Your team will receive feedback from the previous two conferences as well as from the Secretariat. We suggest that a member of your committee attends the preceding conference to observe the activities and that the previous conference chair is invited to input to your conference.

## Post-Conference Activity

The majority of the work closing off the Conference will be handled by the PCO and the CO. Please be aware that you will need to be contactable to tie up the odd loose end. One face to face meeting or conference call may also be required to finally close conference affairs. See Feedback section.

## Financial Closure

The annual Conference represents a huge peak in PICS financial activity giving both opportunity to raise funds but also presenting a significant risk should a loss occur.

At the current time PICS is building up a contingency fund to ensure it is protected from unexpected liabilities.

Draft accounts should be prepared and ready for review 60 days after the Conference.

If large profits are made a discretionary payment may be offered to the local team for their charitable funds at the discretion of Council.

## The Local Host Committee and the Conference

The awarding of the Annual Conference to a team reflects the planning and proposals offered by the local team. The responsibility is taken on a voluntary basis hence the support of a PCO to save your team time.

The organisation will take time and the local costs should be kept to a minimum. Having the Conference local to your team and PICU leads to local members of the department to attend at relatively low cost for travel and accommodation.

Local delegates are expected to register as delegates and can take advantage of any bursaries on offer.

See below for concessions allowed for the Local Committee members

Any benefit given to the local team (Department) is at the sole discretion of PICS Council and taken on an individual basis for each Conference. Approaches for any dispensations can be made to the CO in the planning phase of the Conference and must be full costed and substantiated.

Volunteers: the conference usually requires some 'Conference Makers' to assist the PCO and help speakers and delegates on-site. These are limited posts (5) and allow volunteers some access to the Scientific Programme and networking events.

## Appendix A – Timetable and deadlines

Please see expected timetable below. Those items that are shown emboldened should be considered as deadlines to ensure smooth running of the conference and maximal opportunity to attract delegates & sponsors.

Schedule	Activity/Endpoint	Responsibility
15 Months before	Shortlist of venues	Local team Secretariat
1 month before preceding Conference	<b>Conference dates agreed</b> <b>Conference venue agreed</b>	Local team PICS CO Secretariat
	Launch conference at preceding conference	Local Team
	Provisional booking of venue	Secretariat
Christmas before	Proposed Faculty list agreed	Local team
	Provisional budget complete	Secretariat Local team
	<b>Introductory text completed for sponsor prospectus</b>	Local team
1 <sup>st</sup> Week Jan	Sponsor Prospectus proof	Secretariat
	<b>Invitation to submit abstract text agreed</b>	PICS Ed/Sci
2 <sup>nd</sup> Week Jan	<b>Sponsor Prospectus sent out</b>	Secretariat
	Invitation to submit abstract proof	Secretariat
Jan 31 <sup>st</sup> before	<b>Final Faculty List Agreed</b> <b>Full budget completed &amp; agreed</b>	Local team Secretariat PICS CO
	Invitation to submit abstract posted	Secretariat
1 <sup>st</sup> Week April	Conference registration and abstract submission opens	
1 <sup>st</sup> week June	All accommodation/catering/networking program bookings finalised (& costs fixed)	
2 <sup>nd</sup> Week July	Abstract submission closes Dates and timings of poster/oral presentations finalised	PICS Ed/Sci Local team

2<sup>nd</sup> Week August

Notification of oral / poster presentations

PICS Ed/Sci

September/October

Conference

## Appendix B – Speakers expenses

### Pre-conference Full day Sessions

For Course Faculty members presenting a lecture the policy is the same as for Invited Speakers: see below.

For Course Faculty members that are required to teach for more than 2 hours can receive:

- Travel expenses: Most economical fare to be achieved. Standard air & rail will be those travelling less than 2 hours. First class rail fares will be considered if the cost at the time of booking is less than 10% more than the cheapest economy fare.
- All first class fares must be booked through the secretariat or approved by the organising committee and conference officer in advance of submitting expense claims)
- Hotel accommodation for up to 2 nights associated with the day of the course will be provided if speaker does not live locally. If the speaker is presenting in the first session of a day, accommodation maybe provided for the preceding night.
- Conference Registration Fee: Extended to one day conference other than the day teaching.
- Complimentary attendance at networking events on the evening the speaker is being accommodated (Additional guests can attend but at list prices)

### Annual Conference Invited Speakers from UK and Ireland

Travel expenses: Most economical fare to be achieved. Standard air & rail will be those travelling less than 2 hours. First class rail fares will be considered if the cost at the time of booking is less than 10% more than the cheapest economy fare.

All first class fares must be booked through the secretariat or approved by the organising committee and conference officer in advance of submitting expense claims)

Hotel accommodation for day of presentation will be provided if speaker does not live locally. If the speaker is presenting in the first session of a day, accommodation maybe provided for the preceding night.

Conference Registration Fee: Extended to one day conference.

Complimentary attendance at networking events on the evening the speaker is being accommodated (Additional guests can attend but at list prices)

### Invited Speakers from Overseas

PICS conference would not usually expect to support more than 2 international speakers for the annual Conference. Any increase on this number must be approved by the organising committee & conference officer prior to confirmation with the speaker. (See budget approval).

Travel expenses including “best price” economy airfare should normally be booked by the conference secretariat except by prior agreement.

Secretariat provided hotel accommodation for the duration of the Conference

Full conference fees may be covered at the discretion of the organising committee/conference officer.

Complimentary attendance at networking events on the days the speaker is presenting (Additional guests can attend but at list prices).

### **Chairs**

Session chairs should be selected from the local organising committee, local area or from the Faculty members. Selected chairs must be competent and control the pace of the sessions so to keep to time. Chairs will therefore not normally be entitled to claim reimbursement of expenses except by prior agreement of the organising committee and Conference Officer. Chairs should lead on facilitating questions at the end of each lecture/ sessions.

Those people that chair more than one session or support the conference in other ways additional to the session they chair may be considered for complementary access to networking events on the day(s) they are involved. However each instance must be considered on its own merit and no offer should be made without the prior agreement of the CO.

### **Council Members** (agreed Dec 2017)

- a) President, Secretary, Treasurer, Conference officer - free entry and accommodation for whole meeting
- b) All other Trustees and co-opted members - 50% discount on registration for whole meeting
- c) All chairs of specialty interest groups that meet on pre-conference day (one chair per group) - free entry to conference for 1 day and one night's accommodation
- d) Any sessional chairs not from host unit- free entry on day of relevant session and travel expenses. Wherever possible session chairs should be drawn from local area and/or PICS officials that fall into categories a, b, c.

### **Guidance Notes**

1. Secretariat will be responsible for making travel arrangements.
2. Secretariat will make Speakers hotel bookings.
3. All allowable expenses i.e. those compatible with this Policy Statement will be claimed retrospectively on submission of receipts.
4. There will be a time limit of 1 month from the date of the Conference for claims to be made.
5. Payment of expenses will be made by a bank transfer (BACS), or for other currencies, via electronic transfer to a nominated bank account in equivalent currency.
6. Hotel accommodation and breakfast rates will be paid by the conference; all other personal expenses are to be settled by individual on departure.
7. Travel expenses for non-member speakers will cover rail fare/economy airfare and taxi charges equivalent to 45 pence per mile from airport or train station to hotel/conference venue as

appropriate. Car parking expenses may be considered under travel expenses but must be applied for, and approved in advance.

8. Car mileage @ 45 pence per mile will not be paid in excess of corresponding rail fare and or taxi fare
9. Subsistence where required will be limited to up to £30.00 per evening meal only. Receipts for alcoholic beverages will not be refunded. (Normally this will not be required as speakers are invited to the evening function on the day of their presentation.)

## Appendix C – Conference guests

These are costs to be accepted by the Annual Meeting:

**PICS Sub Groups:** the conference is to plan to host on the Wednesday any PICS Sub Groups planned. This will be room hire and basic AV and catering. Usually lunch is not provided unless an all-day meeting

**PICS Council:** The following PICS Council Members are hosted by the Conference:

President  
 Conference Officer  
 Treasurer  
 Honorary Secretary  
 One member of the Educational Committee

Hosting includes: full registration, accommodation, and invitations to networking events

**VIPs:** Local dignitaries maybe invited to participate in the Conference and networking events. These should be limited to those local senior executives to the hospital Trust(s)

## Appendix D – Conference Liaison Officer

### Role Summary

The role of the Conference Liaison Officer is to oversee the PICS annual conference and to liaise with PICS Council Officers and the Conference Secretariat to ensure a smooth running of the Annual Conference.

### Key Responsibilities

- To oversee the recruitment of Annual Conference Secretariat and to advise them on their initial proposals as necessary. This is carried out in conjunction with the Chair of the Society and other Council Members, who make the final decision on proposals.
- To act as the main point of PICS contact for Secretariat before, during and after conferences (in person or in writing as necessary), supporting and facilitating their work and advise them on issues arising.
- To liaise with the Secretariat and PICS Council throughout the conference process.
- To liaise with the local organising committee throughout the conference process.
- To maintain and develop up to date written guidelines for Secretariat which reflects the wishes of society.

**Time Commitment**

- Attend PICS Council meeting (4 x yearly).
- Attend meetings/conference calls with Secretariat when requested.
- Attend meetings/call conferences with local organising committee when requested.