

Criteria for hosting the annual student conference and lessons learn from previous conferences



CRITERIA

- a clear set of expectations for the University(s) that host a Conference. e.g. - Host the meetings through the year: to find the venue: making a financial contribution (£10k): supporting the students who sit on the steering group (one or two lecturers): involve the chair (student) from 2017: to look for local sponsorship. Host university to be chosen by (1) National Nurse Directors Forum representative (2) UK Nurse Academics Chair or rep (3) Dr Ben Thomas as previous organiser.

LESSONS LEARNT

- roughly aim for 50% funding from stands and 50% from other sponsorship. Budgets are hosted and audited by the National Nurse Directors Forum.
- making a single contact point at each HEI who will take responsibility for getting students to attend.
- (possible) as the RCN have tried, make a nominal charge on booking - say £20 each which is returned on attendance.
- timing perhaps aim for a 4pm finish.
- clear representation on the steering group from national bodies - NHSE, PHE, RCN, NHSI
- recruitment stands - we need a venue with sufficient space for at least 20.
- we need to ask those organisations with stands in 2017 how successful it was for them.
- stands from Charities were light, perhaps more effort to get them there.
- poster presentation, very low numbers so we need to make much more of this via the HEI tutors.
- speakers, we need to be mindful of a mixture of sex and ethnicity.
- we could commission someone to do us a website to use for the future, perhaps a steering group sign in for documents, also somewhere to put the Conference slides after the event.
- use the logo, it is well know, put only that on Conference bags without the dates so they can be used again.
- lunch bags worked well as did the afternoon tea and cake.

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