

# Conference guide

## Welcome to the INVOLVE Conference 2010 - 'Public involvement in research: innovation and impact'

We wrote this guide to help you get the most out of the INVOLVE conference. We hope it will be useful for those who have not been to one of our conferences before as well as those that have.

### **What can I expect from this conference?**

You will have a chance to:

- Listen to and discuss ideas about getting involved in research
- Meet people, make contacts and maybe find new opportunities for involvement in research
- Look at posters and displays and talk to people about them
- Get practical tips on getting started, keeping going and moving forward with research projects
- Have your say about issues in research that are important to you
- Be inspired by other people and their research projects

### **When you arrive**

The first thing you will need to do is to register for the conference. The Conference Registration Desk will be just inside the entrance doors. When you give your name at the registration desk you will be given a conference pack and a name badge. Details of all the sessions and a list of people attending will be included in the pack. There will also be information about the shuttle bus service running between the conference centre and your hotel accommodation. Having registered you will probably want to take some time to read through the conference pack. This will have all the information you need about what will be happening at the conference, when it will be happening and where. If you haven't already let us know which sessions you want to go to - now is the time to do it although keep in mind that spaces may be limited so it is better to have booked sessions beforehand.

## **Meeting People**

Many different people will be at the conference including:

- Members of the public who are interested in research
- Researchers, doctors, nurses, other health professionals, social workers and academics who work in universities and research organisations
- Policy makers, funders and managers from health and social care and public health
- Representatives of voluntary sector organisations
- People from self-help groups and user groups

People from INVOLVE and Professional Briefings (the conference organisers) will be wearing purple badge straps. They will all be happy to give you any information, support or assistance that you need during the conference.

If there are people you want to contact during the conference you can ask someone from INVOLVE to introduce you. INVOLVE will have a stand behind the conference registration desk in the reception area. There will also be a notice board in the reception area where you can leave messages and arrange meetings.

You may also want to bring leaflets or other information about your involvement in research. You are welcome to leave information for other people to pick up on the 'Information Table' which will be near the INVOLVE stand. There will be a screen for showing DVDs relevant to public involvement in research. If you or your organisation have made one please bring it along.

We will also have a notice board where research funders and researchers can advertise opportunities for public involvement in their work and give details of how people can meet them during the conference to find out more.

## **Taking Part in the conference**

The conference will begin with a welcome and keynote speech in the Conference Theatre. Most of the rest of the time we will be in smaller groups for different sessions. We will end the conference with a selection of practical 'next steps' workshops. If you are not presenting a talk or a poster, we hope you will have plenty of

opportunity to have your say and share your experiences of involvement in research at the conference. There will also be a 'burning issues' noticeboard for your comments and ideas about public involvement in research.

The sessions will include:

- Talks (where you listen to the presentations, ask questions and discuss)
- Poster talks and displays (where you can hear brief summaries of some of the posters and look at others in your own time)
- Workshops and focused discussions (where you can get involved in a topic or more practical activity)
- Soapbox (on Wednesday, just after lunch, where you can have your say about an issue in research that is important to you. You will have just three minutes to make your case)

We have asked all the speakers to make their presentations clear and straightforward as delegates attending the sessions will have different experiences of research. If you do come across words and terms that are unfamiliar, please ask what they mean. Also have a look at the jargon buster at the back of this guide. Some of the sessions, for example during the first session on Wednesday morning, will give more time to talk on a particular topic in-depth.

There will also be time for rest, relaxation and refreshment. You don't have to come to everything. There is a quiet room upstairs above the reception area which you can reach by lift or stairs. There are also other sitting-out areas around the conference centre. Refreshments are easily available and a bar will be open on Tuesday evening.

## **Groundrules for the conference**

With the breadth of experience that now exists across the research community, there may be conflicts of interest, differences in priorities and perspectives. Tensions reflect the reality of public involvement in research. Not only do they exist between professionals and the public, but also between different groupings within both professionals and the public.

We ask delegates to support each other so that everyone can work comfortably and constructively on improving the quality of research by:

- Respecting and valuing that everyone is different and will think differently about things
- Only one person to speak at a time (please do not interrupt a person speaking)
- Use plain and simple English, avoiding jargon and abbreviations
- If you don't understand what someone is saying – ask them to explain or repeat it
- Respecting the efforts that others are making towards the smooth-running of the conference and the comfort of delegates.

To help us plan the next conference we will also be asking you for feedback on what you thought were the good and bad points of this conference.

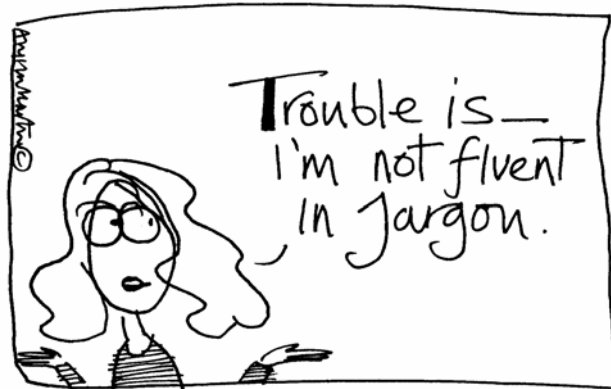
## **About the conference venue**

We have chosen East Midlands Conference Centre because it has modern and accessible facilities. If you have particular access requirements, please contact Rosemary McMahon at Professional Briefings before the conference or view the venue disabled access report on [www.profbriefings.co.uk/involve2010/](http://www.profbriefings.co.uk/involve2010/). Otherwise during the conference, please speak to anyone wearing a purple badge strap.

**We look forward to meeting you at the conference.**



# INVOLVE Conference Jargon Buster



Here are some words used in the conference guide that you might not be familiar with.

| <b>Word</b>                      | <b>Description</b>  |
|----------------------------------|---|
| <b>Abstract</b>                  | A brief written summary of a presentation   |
| <b>Audience/ delegates</b>       | The people attending the conference   |
| <b>Chair</b>                     | Somebody who runs a session making sure that speakers keep to time, and that everyone who wants to can ask questions and join in the discussion |
| <b>Feedback forms</b>            | Your chance to comment on the conference, or on a particular session or paper   |
| <b>Keynote speech/ speaker</b>   | A talk in a session with everyone gathered together, usually introducing a topic of central interest  |
| <b>Networking / making links</b> | Meeting and talking with other delegates  |

| <b>Word</b>                         | <b>Description</b>   |
|-------------------------------------|--|
| <b>Paper</b>                        | A short presentation followed by questions, answers and discussion   |
| <b>Poster</b>                       | A visual display of information about a project  |
| <b>Poster talk</b>                  | Short talks about some of the posters, with an opportunity for questions and answers                                   |
| <b>Power Point</b>                  | A set of computer slides that a speaker uses to summarise the main points of their presentation                        |
| <b>Sessions / parallel sessions</b> | A set of talks or workshops on different topics that run at the same time  |
| <b>Soapbox</b>                      | An opportunity for people to speak to the audience on an issue they feel strongly about for a maximum of three minutes |