

UK Metabolic Biochemistry Network

Guidelines for organising meetings, workshops and training events

1 General

The UK MetBioNet organises workshops and meetings to provide training and support to scientists and medical staff working in metabolic laboratories and for the preparation of policies and guidelines.

Topics for meetings are usually proposed at a Stakeholder group or BMS group meeting where the topic, lead organiser, location and approximate date are agreed and recorded in the minutes.

This guideline outlines a timetable for organising a meeting to ensure delegates have sufficient time to apply for study leave, book travel and accommodation and apply for travel funds. There are times when an urgent meeting is required to discuss a current topic where this timescale is not possible.

MetBioNet has no paid administration support so the procedures outlined below should be followed to ensure MetBioNet officers are not required to do excessive work in supporting the event.

This document also includes a guide for calculating the cost of a meeting and delegate registration fee.

There is a draft registration form, attendance sheet and CPD certificate which may be modified for use.

2 Finances

MetBioNet has no external source of income, so events should aim to break even with the cost covered by a registration fee or, where appropriate, commercial sponsorship.

A budget should be prepared in advance of the meeting using the guide below.

The cost of meetings should be kept to a minimum to encourage attendance.

MetBioNet is a group of stakeholder laboratories therefore each stakeholder laboratory should be expected to fund travel to meetings and workshops. This includes members of stakeholder laboratories who are invited to speak at meetings.

Organisers of meetings should make it clear to speakers from stakeholder laboratories that expenses will not be paid.

Speakers from non-stakeholder laboratories will be paid reasonable expenses and are encouraged to take advantage of cheaper advanced travel.

Delegates should not make any payment in advance of the meeting. They should bring a cheque (payable to Sheffield Children's Hospital) or cash on the day. This is to make it easier to process payment for the meeting. Sheffield Children's Hospital hosts the MetBioNet finances.

It is not possible to raise a purchase order for the cost of attending the meeting. Delegates must pay on the day. This is one of the reasons the costs are kept to a minimum.

3 Sponsorship of meetings

MetBioNet supports working with colleagues in the commercial sector and welcomes their support for educational events.

When inviting companies to sponsor a meeting any possible conflict of interest or influence on the meeting must be considered. For some meetings the presence of commercial companies would not be appropriate.

Following confirmation of sponsorship by a commercial company, the meeting organiser should contact the MetBioNet Treasurer with details of a representative from the company. The Treasurer will raise a purchase order and send to the company representative for payment into the MetBioNet bank account.

Sponsorship should be acknowledged on the programme. Seek advice from the company about the wording they require.

It is usual practice to offer sponsors space to have a stand to advertise their products. Consider space for sponsors when selecting the venue and ensure this is in an area delegates will spend time e.g. the refreshments area.

4 Date and time of the meeting

The meeting should avoid clashing with other events e.g. ACB national and regional events, IBMS events, RCPATH exams, SSIEM, BIMDG and other MetBioNet events. It is also advisable to avoid organising an event on any UK public holiday or during school holidays where possible. (N.B. due to variations in public holidays and school holidays throughout the UK it may not be possible to always avoid these dates).

When deciding the start and end time of the meeting the travel arrangements of delegates travelling from throughout the UK should be considered.

5 Location of the meeting

The venue should:

- be accessible by public transport as well as by car with parking available nearby
- have all the audio-visual equipment required
- have facilities for refreshments
- where required, have space for sponsors in an area where delegates will be spending time e.g. the refreshments area
- have facilities for delegates to join the meeting remotely if appropriate and if required
- should be accessible to all and have appropriate facilities for delegates with disabilities.

6 Proposed timetable for planning a meeting

Six months before the meeting	• Propose a topic for a meeting, appoint a lead organiser, select a location and approximate date and record in the minutes of the Stakeholder or BMS group • Set up a local group to help plan the meeting (if required) • Prepare an outline budget (see guide below) • Book the venue • Book the catering • Plan the programme and contact speakers • Confirm the topic, date, location and cost to delegates • Send the outline details of the meeting to Stakeholders/BMS group • Send details to the MetBioNet website administrator to advertise it on the website • Contact sponsors if appropriate
Three months before the meeting	• Confirm the outline programme, including start and finish times • Send the outline programme and registration form to the Stakeholders or BMS group with a deadline • Advertise the event on other relevant websites or publications (e.g. BIMDG website, ACB News)
One to three months before the meeting	• Delegates submit registration forms to the organiser. (N.B. No payment is to be made at this stage) • Confirm the speakers and finalise the programme
At least one week before the meeting	• Confirm numbers for the meeting • Confirm catering • Send delegates the final programme, information about the location of the meeting and any information required to access to the building • Prepare receipts and certificates of attendance (see template below) • Prepare a list of delegates and sign in sheet (see template below)

After the meeting	• Contact speakers to thank them • Ask speakers whether they give permission to upload the presentations to the website (consider unpublished research, clinical information about patients, confidential information) • Send talks to website administrator for uploading on the MetBioNet website • Send money taken on the day to the MetBioNet treasurer • If a delegate is attending the meeting from Sheffield, it might be easier to ask them to take the money back to the Treasurer • Send the treasurer the invoices for payment
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7 On-line meetings

Most of the above requirements apply to organising on-line meetings, however in many cases a budget will not be required as no costs will be incurred.

If commercial sponsorship is obtained for an on-line event, details of the sponsor may be displayed on holding slides at interludes throughout the meeting.

Guide to planning a budget for a MetBioNet meeting

Estimate the number of delegates based on

- Venue capacity
- Attendance at previous meetings
- Whether this is a specialist meeting or has appeal to all metabolic staff

Once the costs of the meeting and any sponsorship are confirmed it is possible to calculate a delegates fee based on the estimated number attending. Use the table below as a guide.

Expenditure	
Venue	
Lunch	
Other refreshments	
Speaker travel (estimated)	
Administration costs	
Other costs	
Total expenditure	
Income	
Sponsorship 1	
Sponsorship 2	
Delegate registration fee	
Estimated number of delegates	
Income from registration fee	
Total income	
Total expenditure – total income	

Registration form

Enter title of meeting here

date of meeting

location of meeting

Name	
Work address	
Email address	
Telephone number	
Any dietary requirements	

I would like to register for the *name of meeting* on *date* at *venue*

I will pay the registration fee of *£amount* on the day by cash or cheque payable to Sheffield Children's Hospital

Signature

Name of meeting
Record of attendance

Complete the list of delegates in advance of the meeting. Use this form to record attendance and receipt of payment.

[illegible]

This is to certify that

attended the MetBioNet *insert name of meeting*

on *date*

at *venue*

The meeting is worth *insert number of hours in the
programme* CPD points

Signed _____ (meeting organiser)

Receipt

Registration fee of £..... has been received from

Name of delegate

for attendance at the above MetBioNet meeting