Network Hall

Workshop Facilitator Guidelines

CSP Annual Conference 2024

1.0 What to Expect at the [CSP Annual Conference 2024](#)

The CSP Annual Conference 2024 is a UK-wide three-day hybrid conference, held in Manchester Convention Centre. Thursday 10 October is the student conference, open to physiotherapy students, and Friday 11 – Saturday 12 October is the principal conference, open to all.

The principal conference includes a mix of session types, include networking and workshop sessions. These sessions are only accessible to delegates attending the conference in-person.

2.0 The Network Hall – Workshop Sessions

These are 45 or 60-minute workshop type sessions in a room set out with round tables that seat up-to 10 delegates each to facilitate collaborative learning.

We ask that you do not plan activities that require delegates to move around the room too much. However, as facilitators you can move around to wherever you need to be to work with different tables.

We will provide resources such as flip chart paper, pens and post-it notes, but if you need something specific you haven't already requested, please let us know at conference@csp.org.uk.

3.0 Planning your session

We recommend that you support your session with short presentations e.g., using PowerPoint, but that the overall focus should not be on lecture-style delivery. These workshop sessions should be interactive and promote audience participation, shared learning and conversation.

It is the responsibility of the session chair/ lead facilitator to coordinate the session i.e. introducing session objectives, background and plan and summarising any key take home messages. We ask the session lead/ facilitator to bring together any individual PowerPoint presentation elements within a session so that one joint presentation that clearly includes the presentation title is submitted.

The deadline for submission is the **22 September** at Midday if you are presenting at the principal conference. Please bear this in mind in any planning meetings so you have time to bring different elements together.

We also recommend that you plan the timings of your session as we must ensure we keep to time on the day.

3.1 Using PowerPoint

When creating your presentation, please consider the following:

- Software – Presentation software supported will be Microsoft PowerPoint for Windows or Apple.

- Consistency – you may wish to use our optional template which you can download from our [presenter webpage](#), or to consider having some design consistency across your presentation, even if bringing together elements from different speakers
- Accessibility – consider how your presentation may be viewed.
  - Fonts: sans serif fonts such as Ariel are easier to read. Titles should be minimum 32 pts, and text minimum 24 pts. Do not use multiple fonts or many font sizes.
  - Contrast: Ensure there is good contrast between the background and text.
  - Images, tables etc. should be high quality
  - Background images can be used, but not if legibility is impacted.
  - Your slides should be clear and not too full.
- Videos and audio – please avoid using lengthy videos as delegates will want to hear from you. If using a short video or audio file, please embed it into your presentation and check the image and sound. Please also upload the video/ audio file along with your presentation. The only video formats permitted are .wmv, .mpeg and.mov
- Copyright – please only use images etc. you have the permission to.

3.2   Using Mentimeter

Mentimeter allows for audience interaction and participation. If you plan on using Mentimeter, please consider the number of questions, the purpose and how this will benefit your session.

To use Mentimeter, please follow the below instructions and submit your Mentimeter along with your presentation by the deadline.

1. Let us know in advance if you plan on doing this, so we can plan our resourcing appropriately.
2. If you don't yet have one, set up a free Mentimeter [account](#) and create your questions. Please name your presentation using your Presentation Day, Symposium ID, initial and last name.
3. Once you have completed the questions, click 'share' in the top right of the screen, then copy link (shown below). Put this link in your PowerPoint presentation on the slide you wish to use Mentimeter. (If you are using Mentimeter at different points in your presentation, add a slide for each time

and indicate which questions will be used where).
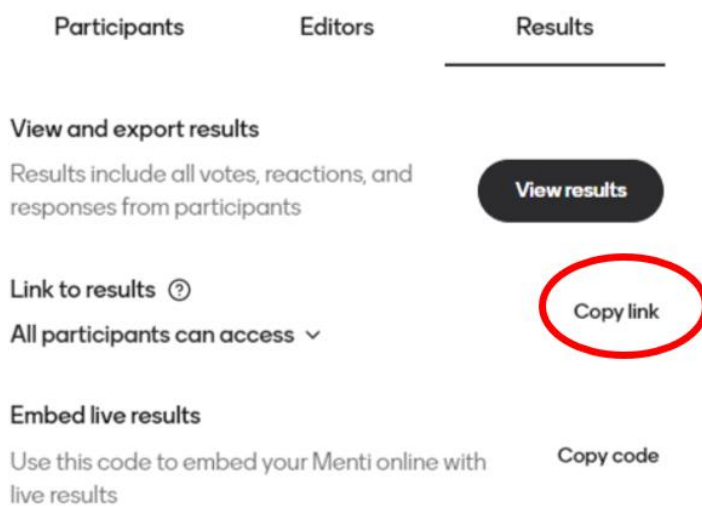
We will then make a copy of your questions in our pro account, so they can be shared at the event and can have up to 2,000 responses. (Free Mentimeter accounts can only have up to 50 responses).

3.3 Naming and submitting your presentation

Name your presentation in the format: Day of presentation – Session ID – Initial and Last name of Chair/ Speaker

E.g. Friday SN62 Y.Edwards

Follow the below link to upload your presentation to our system: https://csporg.egnyte.com/ul/gm5VeM1yhC

Deadlines:
- ➢ 22 September at Midday (principal conference)

4.0 Promoting Your Session

As the programme for our annual scientific conference is large, you may wish to promote your session and give delegates a flavour of what they can expect to get out of it. You can do this via your networks, mailing lists and social media using #Physio24. We have found that short videos to promote sessions have been successful in the past and can be shared on X, LinkedIn and Instagram.

5.0   Planning Your Trip

You will have been sent a code to book your free ticket for the day you are presenting. If you have lost the code, please contact conference@csp.org.uk. We recommend that you arrange travel and accommodation in advance. This is not paid for by the CSP. There are a range of [accommodation options here.](#)

If you have any accessibility requirements, please let us know so that we can provide what you need. We aim to ensure that all presenters feel comfortable, confident and supported.

5.1   On the day

Please arrive at least **2 hours** before your session (or 30 minutes if your session is the first of the day). Register and collect your badge from the welcome desk.

5.1.1   Speaker preview room

Please then go to speaker preview room (Charter 4). You will need to sign-in with a member of staff, and then confirm your presentation with a technician. At this stage, it is possible to make small last-minute edits, but please keep these to a minimum as other speakers will also need to confirm their presentations.

You can also use this room to meet with other speakers in your session.

5.1.2   IT/AV Set Up

The IT/AV set-up is very similar in each room. Your presentation will come from a laptop (PC) run by a ClarkEventsAV technician at the back of the room. You will not be able to use your own laptop.

Your presentation will be shown on a screen behind you and on a small comfort monitor in front of you. You will not have access to any presentation notes, so please bring any that you may need. You will have a microphone and clicker to move through slides.

6.0   Questions

Please check our dedicated [presenter webpage](#) for any questions you may have.

We can also be contacted by email at Conference@csp.org.uk

In case of any travel delays or emergencies on the day, please call us on 07870364637.