

INVOLVE Conference guide

Welcome to the INVOLVE Conference 2014 – ‘Changing Landscapes’

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
- view posters 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

If this is your first time coming to a conference

When you arrive go to the conference INVOLVE registration desk, which is in the Gallery area, on the first floor above Atrium entrance 2 (or A2).

If you arrive via ‘The Skywalk’ from Birmingham International railway station, you should enter the Gallery area on the first floor, close to the registration desk and the INVOLVE stand.

At the registration desk you will be given a conference bag and your name badge. The conference bag will contain a pack of information about all the sessions and a list of people attending.

On the first day, at 11.00am, Tina Coldham will run a pre-conference session: '**Practical guide to the INVOLVE conference**'. This session is for those not familiar with attending conferences, or who are new to INVOLVE conferences, and will help you to become familiar with the conference programme, venue and the information in the conference bag.

The conference bag will also contain information about the free bus service running between the NEC and many of the hotels in the area during the conference.

Once you have been to the registration desk, 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.

Meeting People

Many different people will be at the conference including:

- members of the public who are interested in research
- researchers, NHS 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 be able 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 by the registration desk in The Gallery area on the first floor. There will also be a general notice-board in the registration area where you can leave messages and arrange meetings.

You are welcome to bring leaflets or other information about your involvement in research for other people to pick up. You can leave these on the '**Information Table**' which will be clearly marked.

We will also have a '**People in Research**' section of the notice-board for members of the public interested in getting involved in research projects. Research funders and researchers will be advertising opportunities for 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 keynote speech in the Concourse Suite, followed by a voting session in the same room. Most of the rest of the time we will be in smaller groups for various sessions, which will include:

- talks (where you listen to the presentations, ask questions and discuss)
- poster viewing (each day there will be an opportunity to speak to the presenters of posters as well as look at them in your own time)
- workshops and focused discussions (where you can get involved in a topic or a more practical activity)
- soapbox (on Thursday, just after lunch, where you can have your say about an issue in research that is important to you. You will have just two minutes to make your case) .

You don't have to come to everything! There is a quiet room upstairs above the registration 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 Wednesday evening.

There will be a number of cards and forms in your pack, and on the INVOLVE stand, which you can use to suggest topics for discussion, questions for debate and issues that you want to raise that might not be on the programme.

In your pack will be:

'Question Time' cards – on the morning of Day 2, there will be a session along the lines of BBC's 'Question Time', with a panel discussion on topics of general interest on public involvement in

research. If you want to submit a question, fill in the 'Question Time' card in your conference bag and put it in the 'QT' box on the INVOLVE stand **before the end of Day 1**.

'Soapbox' cards – after lunch on Day 2, there will be INVOLVE's version of Speakers' Corner, where you can have your say for a maximum of 2 minutes. Again, fill in the 'Soapbox' card and put it in the 'Soapbox' box on the INVOLVE stand – and see if yours is picked out so that you can have your say.

Feedback forms – we ask that you complete these at the end of the conference to let us know what you have enjoyed and what improvements we might make for the next conference. You can fill these in and leave them at the INVOLVE stand, or post them to us later on – or even complete an online version later.

Also **on the INVOLVE stand** will be:

'Burning issues' cards – any issues or ideas that you have about public involvement that you want to share, just pick up a 'Burning Issues' card, write out your message and add it to the 'Burning Issues' notice-board. Other delegates may comment or add their ideas about public involvement in research.

Ground rules for the conference

With the breadth of experience that now exists across the research community, there may be differences in priorities and perspectives or conflicts of interest. These 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 recognise this by:

- supporting each other so that everyone can work comfortably and constructively
- respecting and valuing that people may think differently about the issues being discussed
- only one person speaking at a time (please do not interrupt a person speaking)

- everyone to use the microphones provided when presenting, asking questions or responding to comments
- using plain straightforward simple English, avoiding jargon and abbreviations
- if you don't understand what someone is saying – asking 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
- showing understanding if the session you hoped to attend is full when you arrive at the room
- turning your mobile phone to silent during sessions.

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.

Accessibility

If you have particular access requirements, please contact Rosemary McMahon at Professional Briefings before the conference or view the venue accessibility report on:

<http://www.profbriefings.co.uk/involve2014/involve14accessibility.html>

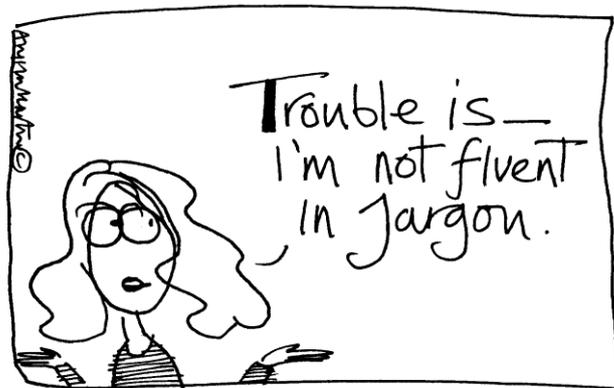
Otherwise during the conference if you have any queries, please ask anyone wearing a purple name badge strap.

We look forward to meeting you at the conference.

Una Rennard
Chair, Conference Planning
Group



INVOLVE Conference Jargon Buster



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

Word	Description
Abstract	A brief written summary of a presentation
Audience/ delegates	The people attending the conference
Chair	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
Feedback forms	Your chance to comment on the conference, or on a particular session or paper
Keynote speech/ speaker	A talk in a session with everyone gathered together, usually introducing a topic of central interest
Networking / making links	Meeting and talking with other people attending the conference

Word	Description
Paper	A short presentation followed by questions, answers and discussion
Poster	A visual display of information about a project
Poster viewing	Poster presenters stand by their poster to talk to delegates about their poster and answer questions
Power Point	A set of computer slides that a speaker uses to summarise the main points of their presentation
Sessions / parallel sessions	A set of talks or workshops on different topics that run at the same time
Soapbox	An opportunity for people to speak to the audience on an issue they feel strongly about for a maximum of two minutes