



Association of Genetic Nurses and Counsellors

Administrative Office
Clinical Genetics Unit
(BSHG)
Birmingham Women's
Hospital
Edgbaston, Birmingham
B15 2TG
Tel: 0121 335 8024

A constituent group of the British Society of Human Genetics

Guide to planning the AGNC Spring Conference

Table of Contents

- 1. Planning and timing**
- 2. Budget**
- 3. Venue**
- 4. Conference dinner**
- 5. Speakers**
- 6. Income**
- 7. Sponsorship & stands**
- 8. Catering**
- 9. Programme**
- 10. Invited speakers**
- 11. AV technology**

Appendices – sample letters, forms etc

Planning and Timing

- Select a local organising committee 3 to 4 people is usually a sufficient number. The person from the local organising committee with overall responsibility should liaise with then designated AGNC committee link member and the Treasurer.
- Allow for 3-4 meetings with the AGNC committee lead and treasurer. Telephone conferencing works very well. The 'named lead' of the organising committee should keep minutes and notes as reference of discussions. Begin at the end of the last conference by checking the evaluation summary for AGNC member's ideas and requests for future conferences.
- Agree who will take responsibility for different roles e.g. Abstracts, IT, Liaising with Chairs and invited speakers, Workshop organisation, Liaison with venue manager. **One person** should take an overall lead / responsibility and is aware of what is being sent out as this helps avoid errors and maintains consistency, especially for circulation on different systems.

Budget

It is essential to consider costing right from the start – this can make a real difference to the cost for delegates, and significantly affect attendance rates.

This is the AGNC main income generating exercise, so the aim is to make a profit whilst keeping the registration fees affordable and attractive to delegates.

- Keep **all** receipts as the treasurer will not pay without proof.
- In order to calculate registration fees, it is important to have a clear idea of your expenses first.
- Need to ensure when calculating costs of external services that VAT has been included at 20% and consider additional cost for AV /IT costs, poster boards etc
- Any single expenses over £250 to be approved by AGNC treasurer.

Organising committee expenses prior to conference

- Travel and food can be claimed for planning meetings
- To acknowledge their effort in organising the spring meeting, as a gesture of goodwill free registration is allowed for up to **a maximum of 4 AGNC members** on the organising committee.

Meeting costs

- **Admin expenditures:** The BSHG admin office will undertake most of the Admin for you if requested. This costs approximately £1,000, but is well worth it. This includes Typesetting for the Call for papers/Abstract booklet, printing and binding. BSHG charge £2.50 per delegate for admin costs (registration etc)
- They can also cover event insurance at an additional charge which is **essential**, so please ensure that this is requested. The cost of the Abstract booklet will depend on the level of presentation you choose. If you want a really glossy presentation it could cost £600+.
- Liaise with the BSHG Admin staff to discuss your requirements, and they will give you an overall cost for their services.
- Consider budgeting for additional stationary/photocopying and/or postage (up to £150)

Venue hire

- This is likely to be your greatest expense, and will usually include catering costs for the day (tea, coffee etc and lunch). For a 2 day meeting, the conference dinner may be included if being held at the venue. Prices are usually per person per day.
- Remember to include any additional costs for IT extras charged by the venue e.g. data projector, Lap top, personal microphones, roving microphones. This can mount up a lot (potentially £ 600 + VAT)
- Consider negotiating a deal for accommodation at the venue as well, although this does not usually incur any expenses for the AGNC directly.

Conference dinner

- This may be at an external venue to the conference and a contract may be negotiated separately for this. Wine can be included with the evening meal allowing @ ½ a bottle per person
- Bar extensions. (This also needs planning). The venue will have to apply for a special licence. ~£25

Speaker's expenses

- The AGNC will pay travel expenses and one day's registration/food for each speaker.
- Invited speakers should be given afternoon places to allow for travel in a day if possible.
- Local speakers should be encouraged where possible.
- Limit number of invited speakers to 8 for 2 day conference, 4 for 1 day conference unless otherwise agreed by committee.
- For a 2 day conference, review with AGNC Committee per conference whether conference dinner and accommodation will be offered to invited speakers.
- Clarify explicitly in invitation letter what expenses will be paid.
- Although we no longer award honorary to speakers, you may want to consider token gifts (to a maximum of £10 per speaker)
- If BSHG admin staff are required to attend you also have to allow for their expenditures e.g. accommodation, food and travel.
- ***All expense claims must be receipted***

Income

When an approximate figure for venue and catering expenditures have been estimated , take the total cost per person per day, and add approximately £30 per person per day to this figure , to give you the daily delegate rate This is usually around £100 for a 1 day conference, £180 for a 2 day conference.

You should calculate this so that 50 delegates (minimum anticipated) would allow you to break even against the total costs, and 100 delegates would result in a reasonable profit.

The following example illustrates calculations.

E.g. calculation based on 50 delegates (worst case scenario):-

£ 44X2 days =£ 4,400

£ 1120 venue hire for 2 days (1 room)

Total =110.40 per person? VAT included

Any other hidden additional costs AV support/poster boards/ expenditure for speakers etc.

For a 2 day conference, you may want to charge a cheaper rate for attendance at both days, and increase the cost for those attending for one day only. **Sponsorship** and **Charity Stands** are the other main source of income from the meeting. A reduced rate is offered to MSc students who are AGNC members. An increased rate is recommended for non members.

- Explore sponsorship options as early as possible as many companies are allocated a specific budget annually for this purpose. It is best not to wait until the financial year end. *(Do not approach Novartis as they have been banned from sponsorship for previously not paying.)*
- You will need to agree a price per day for **Trade Stands** and **Charity Stands**. As a guideline cost calculations for stands are as follows;

Charity Stands

Charity stand need to cover the cost of catering for **ONE** person to man the Stand at the daily catering rate, this usually equates to £ 50 per person. Any more than one representative per charity organisation will have to pay the additional expenditure for catering requirements at the same cost e.g. 2 people = £ 100.

Trade stands

Trade stands are charged £200 per day although certain companies donate more. Max 2 people per stand- no extras (i.e. conference dinner)

Once you have approached Companies/Charities who are interested, you need to give details to the AGNC Treasurer who will raise the necessary invoices.

Choosing the date and venue

- A **contract** is essential with the chosen venue **which has to be checked and signed by the AGNC Treasurer**. When negotiating, consider issues such as minimum number of delegates and any penalty clauses.
- Avoid holiday times where possible
- Avoid end of the weeks for conference dates as travelling on a Friday is less attractive to registrants.
- Need to be watchful of hidden costs .e.g. IT support, poster boards etc
- Use of University accommodation is satisfactory however the membership is becoming more discerning about facilities. If the accommodation is 'basic' let the registrants know and offer alternatives for accommodation.

Catering

- Get this right and you're half way there.
- Make sure 'Dietary needs' is clearly identified on the application form.
- Ensure plenty of space and comfort for eating.
- Ensure plenty of time is allocated and minimise queuing if possible
- Provide Tea /Coffee alternatives, including decaffeinated options.

Programme

- Use previous suggestions as a guide to programme planning
- Consider what is topical
- Consider distances that people travel and plan sessions accordingly i.e. you don't want poor attendance for invited speakers if people arrive the day the conference begins.
- Getting the timing right is generally a problem. Coffee may need to be considered earlier on day one, but that breaks up the session.

- Workshops- If you decide to use them, be clear about the objectives. Give clear instructions. (Don't worry too much about not having enough material for people to use. Recent feedback indicates there was too much in the time available).
- BSHG will organise CPD and this will be included in the pack on the day.

Invited Speakers

- This needs planning.....
- There are usually 2 sessions. One on each day.
- The time slot is a bit variable. There is usually 1½ -2 hours. You need to consider 30 minutes+ per speaker depending how many you have.
- Ensure they have been formally invited with an outline of what the expenses are. The treasurer needs this for audit purposes.
- Speakers will need to be sent an expense form (though it is useful to have spares on the day)
- Speakers will be offered costs for travel and food on the day. If necessary we offer overnight accommodation if timings are difficult. **The expenses that will and will not be paid need to be clearly set out in the letter of Invitation**
- Speakers will need presentation guidelines. (though experience tells that there is no guarantee they will take any notice)
- Ensure speakers know the audience. (Again no guarantee they will listen!)

Paperwork

- Get your timing right for turn around times – **It is very important that you liaise with the BSHG office to clarify dates in advance:**
A template for most of the paper work is available as attachments with this document.
- The programme needs to be finalised at last committee meeting this will **include selecting abstracts**. The final programme needs to be available in time for people to book. It can be tied in with BSHG mailings and through use of email / website.
- You will need 2 calls for abstracts but know your cut off dates at the outset. This will help plan the timings.
- Closing date for Registration 3 weeks before meeting.
- Programme and abstract booklet, receipts and administrative paperwork sent out 2 weeks before meeting

Abstracts and Reviewers for spoken and poster presentations.

- Liaise with the BSHG admin staff as to the timings for Abstracts to be finalised, and set a realistic timetable for Abstract review
- 7 reviewers are usual; 1 committee member, 3 with previous experience and 3 new volunteers.
- Abstracts reviewed by AGNC members only.
- Requests for volunteers can be made in different ways, e.g. at AGM in September, on AGNC website or via email BSHG or AGNC group. You may opt for all options!
- Use a simple return form for people to collect at the AGM.
- You need to let them know what the commitment will be i.e. availability between set dates and ability to review within a set time.
- Selection is usually very basic- out of a hat.
- Courtesy letters are sent to all volunteers informing them of the outcome.
- Calls for abstracts can be mailed out with BSHG information, providing this fits in with timings. It will cost extra for special mailings.
- E mail can also be used.
- Anonymity is vital. Submission is usually via the web page and needs co-operation of the AGNC committee named website representative and liaison with the committee rep taking this on.
- Abstract are sent to reviewers with an abstract score sheet, and returned to the committee rep.
- The scores need collating. The organising committee will decide how many can be used, and how much time is given to each presentation. If you only have a minimum number of abstracts you can decide if they can all be used or not. At this stage the committee should **not** know who has submitted abstracts. If there are 5 from one area that is scoring high then that is what is accepted.
- All submissions will be informed of the outcome. Those accepted will be sent info on presenting and a time to submit the presentation.
- State whether they have been accepted as spoken or poster presentations.

AV technology

- Having someone on the committee /or a co-opted person who knows about IT is extremely helpful and worth every penny.

- Ensure that ALL presentations are submitted in advance and that you have all the soft ware for complex presentations.
- Request extension leads and extra long connection leads between laptops and data projectors, to allow the laptop to be used by the presenter on stage.
- Microphones should be encouraged and checked in advance.
- Presenters may need to be warned about voice projection.
- Acoustics need to be noted.

Appendices

The following examples are actual letters and may need to be altered as required.

The AGNC letter head has been copied below please use on all the correspondence sent out with regards to the spring meeting.

Example list

1. AGNC official letter head
2. **Examples of confirmation letters to invited speaker**
3. **Call for abstracts & examples**
4. **AGNC expense claim**
5. **Budget breakdown for conference**
6. **Letter of request for sponsorship**
7. **Notes for speakers**
8. **Abstract reviewers**
9. **Exhibitor stand form**
10. **'Thank you' letter to invited speakers**
11. **Evaluation survey example**

Example 1

AGNC official letter head



**Association of
Genetic Nurses
and Counsellors**

A constituent group of the British Society of Human Genetics

Administrative Office
Clinical Genetics Unit
(BSHG)
Birmingham Women's
Hospital
Edgbaston, Birmingham
B15 2TG
Tel: 0121 627 2634

Example (s) 2

Letter of confirmation to speaker

*Clinical Genetics Department
Medical Genetics Department
Wreccsam Maelor Hospital
Wreccsam
LL137TD*

January 22nd 2009

Dear Dr?

Re: AGNC Spring Meeting: March 31st & 1st April 2009

Thank you again for agreeing to speak at our Spring Meeting. I have enclosed a speaker's form, an up to date programme, a map for the venue and a registration form.

I would be grateful if you could complete the speaker's form and registration form and return it to me. You are of course welcome to attend for the whole day. Lunch will be provided. If you have any problems please do not hesitate to get in touch with me.

We look forward to meeting you.

Yours sincerely,

**Carolyn Owen
Genetic counsellor
AGNC Spring Organising Committee**

Tel: 01978 725065

Fax: 01978 725032

Email: Carolyn.Owen@new-tr.wales.nhs.uk

Date 24th October 2008

Professor?

University of Glamorgan
Glyntaf Campus
Glyntaf
CF37 4BL

Carolyn Owen
Genetic Counsellor
Medical Genetics Department
Wrexham Maelor Hospital
Croesnewydd Road
Wrexham
LL13 7TD
01978 725065
Carolyn.owen@new-tr.nhs.wales.uk

Dear Professor?

Re: AGNC Spring Meeting 2009

Many thanks for agreeing to be involved in our Spring Meeting Next year. I understand that you have noted the date in your diary as the 31st March and 1st April 2009. The event location is the University of Wales Institute, Llandaff Campus, Cardiff, CF5 2YB

The sessions we have planned for the Spring meeting programme for 2009 includes Educational issues in Genetics with yourself, Health Economics with Dr Katherine Payne and a presentation by Dr Hilary Buxton on Genetics and Public Health Issues. We also have Diversity and Ethnicity running through the Programme with Professor Ieuan Hughes and Dr Polly Carmichael presenting on Gender issues and sex chromosome abnormalities. Finally we have Research and the implications on families as well as the ongoing Epilepsy Research developments.

The Wednesday (1st April) afternoon for a 45 minute session has been allocated for you.

We would be happy to pay your expenses as outlined in our conversation. This will be? You are invited to join us for the day and food and refreshments will be provided. If because of the distance, you feel you need to travel the day before, accommodation would be provided and you would be invited to our conference dinner on the Tuesday evening.

With regard to your presentation, we do encourage people to submit PowerPoint presentations in advance so that we know the computer system is working. If you require anything other than PowerPoint, I would be grateful if you could let me know in advance so that we can ensure the equipment is available for you.

I enclose an expense form for your submission and would like to remind you that we have a very diligent treasurer, who is reluctant to pay out anything in the absence of receipts.

Please do not hesitate to contact me should you require any further information.

With best wishes,

Yours sincerely

Carolyn Owen
On behalf of AGNC Organising Committee

Enc: Expense form

17th November 2008

Dear Professor???

Re: AGNC Spring Meeting 31st March – 1st April 2009

Thank you again for agreeing to speak at our Spring Meeting. I have enclosed a speaker's form, an up to date programme, including a map for the venue.

I would be grateful if you could complete the speaker's form and return it to me. You are of course welcome to attend for the whole day. Lunch will be provided. If you have any problems please do not hesitate to get in touch with me. Please ensure that you register on line at www.agnc.org.uk following the links to the Spring Meeting Registration. Registration is required for insurance purposes and the registration fees are waived for invited guest speakers.

We look forward to meeting you.

With best wishes,

Yours sincerely

Carolyn Owen
On behalf of AGNC Organising Committee

Example (s) 3

Call for abstracts



Association of Genetic Nurses and Counsellors

SPRING MEETING

CALL FOR ABSTRACTS, RESEARCH & POSTERS.

TUESDAY 31ST MARCH and WEDNESDAY 1ST APRIL 2009

University of Wales Institute
LLANDAFF CAMPUS
CARDIFF

**Closing date for abstracts
16th January 2009**

The AGNC Spring meeting provides a popular and important forum for colleagues to share their professional experiences and present their work, in both the clinical and research fields, to their peer group.

All contributions for spoken presentations should be submitted via **email to?????** (Up to 200 words), by Friday 16th January 2009 at the latest.

All abstracts will be reviewed anonymously by the AGNC Spring meeting Abstract Review committee, who will decide whether an abstract is accepted for spoken presentation. The first author will be informed of the committee's decision by early February.

Research and clinical case presentations will be equally welcome, particularly those with a substantial psychosocial element. Case presentations should include discussion on the implications for practice. Please indicate if you have given, or plan to give the same / very similar presentations at another meeting. This will not preclude your presentation from being considered for the AGNC Spring Meeting. ALL members of the Spring Meeting Organising Committee (details below) would be happy to discuss any ideas for presentation.

In addition to spoken papers from the membership and a session for AGNC business, invited speakers will focus on:

Health Economics and Education in Genetic Counselling
Equality and Diversity in Genetics

We would strongly encourage all colleagues to use the 2009 Spring Meeting to build on the success of previous meetings, and to increase the contribution of the AGNC membership to the development of clinical genetics in the UK. The AGNC AGM will take place during this Spring Meeting

Names of organising committee

????????

Abstract example

(Double spaced, non-justified)

Professional Responses to Nondisclosure of Genetic Information

France, E.

Institute of Medical Genetics, University Hospital of Wales, Heath Park, Cardiff CF14 4XW

The patient's right to privacy, and the professional's obligation to respect their confidentiality, are both challenged by the argument that genetic information is shared, belonging to a family rather than the individual. If important genetic information is not passed on, then the relatives could sometimes be at avoidable risk of disease complications. Professionals are concerned that they may be held legally liable when such complications arise, and are beginning to alter the wording of consent forms for genetic testing to coerce those being tested to make their results available to others. The arguments used to justify forced disclosure or coerced consent to disclosure often fail to take into account of the temporal dimension or of the medical uncertainty about the potential for avoidable harm from non-disclosure. We present four genetic counselling cases (three BRCA1/2; one subarachnoid haemorrhage) where nondisclosure was recognised as an issue but supportive contact was maintained with the client and - after some years - they informed their relatives about their genetic situation. The benefits to the clients and their family relationships from allowing them time for such decisions are very substantial and are easily omitted from bioethical discussions of the potential harm of non-disclosure.

ABSTRACT REVIEWER VOLUNTEERS

SPRING MEETING 2009

Name:

Contact details:

Previous experience as an abstract reviewer YES / NO

Please ensure that you will be available during Jan/Feb 2009, and that you have access to email to receive abstracts and return your reviews.

Please return to or for further details contact:

Carolyn Owen

Genetic Counsellor

Genetics Department

Wrexham Maelor Hospital

Croesnewydd Road

Wrexham

LL13 7TD

Tel: 01978 725065

Email: Carolyn.Owen@new-tr.nhs.wales.uk

Example 4

AGNC expense claim

AGNC Expense Claim Form

Name: email:

Address:.....

Contact tel. no:

All expenses are reimbursed by Electronic Transfer (BAC). (Please contact the treasurer if you require to be reimbursed by cheque).

Name on the account:.....Name of bank:.....

Sort code: Account no:

Expenses

Reason for expense(s):-
.....

Date(s) expense(s) incurred:-
.....

Type of expense(s):-	Travel.....	Amount £.....
	Accommodation.....	Amount £.....
	Food.....	Amount £.....
	Other.....	Amount £.....
	Other.....	Amount £.....
	Total mileage.....	Engine size.....
		Amount £.....

RECEIPT/INVOICE ATTACHED

TOTAL CLAIMED £ _____

Signature _____ Date _____

When completed please return to: - Liwsi Kim Protheroe-Davies, Genetic Counsellor, Genetics House, Northern Residences, Singleton Hospital, Sketty Lane, Swansea, SA2 8QA

(To be completed by treasurer)

Date rec. ____/____/____

BAC transfer date ____/____/____

Transaction number.....

Example 5

Budget breakdown for conference

Budget to date:

Venue 2 days £1220
& main hall £ 330

Posters £ 125
Catering £3200
(£16 per day per head)

TOTAL plus VAT @ 15% £5606.25

Evening meal £2500
Essential wine! £ 757
Insurance £250
BSHG admin call it: £300
(VAT should already be included in the above costs)

OVERALL TOTAL = £9,413.25

This is based on 100 people attending. Potential total income if everyone booked the full package is approximately £12,000

Example 6

Letter of request for sponsorship

Thursday, July 04, 2019

**MEDICAL GENETICS DEPARTMENT
Ysbyty Maelor Hospital Croesnewydd Road WREXHAM LL13 7TD
Direct Line 01978 725065 Fax No. 01978 725032**

Our Ref:

Dear Mr?

As the organizer for the AGNC Spring Conference in 2009, which is to be held in Cardiff, I am approaching Genzyme for possible support in the form of a stand and financial contribution.

Over the past few years, Genetic Counsellors across the UK have been fortunate in developing strong communication links with Genzyme and their regional Genzyme representatives. This has supported the work of Genetic Counsellors with increased information and knowledge based on Genzyme literature and representation and educational presentation.

Given the broad spectrum of health professionals involved with patients with metabolic conditions, Genzyme has increased the multidisciplinary team approach through improved links in communication. Over the past few years Genzyme's support at the AGNC Spring Meetings has been very much appreciated. I hope that you can support this request.

I attach the Spring Conference Program for your perusal. Please do not hesitate to contact me if you have any queries.

Best wishes and kindest regards.

Yours sincerely

Carolyn Owen
Genetics Counsellor

Example 7

Notes for speakers

AGNC SPRING Conference Notes for speakers

Important

If you are **not able to present** your talk, **it is essential** that you contact a member of the organising committee **immediately** to notify them of **any change of presenter or withdrawal**.

Visual aids

We would ask presenters to use Powerpoint™. If necessary, supplementary equipment (slide projector, OHP and flip charts) can be made available. In order to try and ensure the smooth running of the day, it would be very helpful if I could know in advance which visual aids you will be using. I would therefore be grateful if you could complete and return the enclosed form to me. It would be useful if you could email your presentation to me prior to the conference so I can upload all the presentations in advance. (Carolyn.Owen@new-tr.wales.nhs.uk)

You are welcome to bring a further copy with you to the conference on a USB stick if you have made later changes, as long as these are relatively minor. If you do have changes, please let me have the updated presentation as soon as possible during the conference and no later than the start of the registration timeslot on the morning you are speaking.

Technical information

- The conference is using **Windows® PCs** (no Macintosh machines). You will not be able to use your own laptop or notebook.
- File Format: **Microsoft® Powerpoint™ presentation formatted for Windows® (PC) only.**

Speaking Time

In order to be fair to all speakers, presentations will be **strictly timed** by the person chairing the session. All speakers have been given the timings of their presentations – remember to allow some time for the changeover of speakers, the chairperson's introduction and for questions and discussion. For 30 minute slots we suggest 22-25 minutes maximum speaking time, for 20 minute slots we suggest 15 minutes maximum speaking time.

If you have any queries, do please feel free to contact me.

Carolyn Owen
Genetic Counsellor

Tel: 01978 725065 Fax: 01978 725032
Email: Carolyn.Owen@new-tr.wales.nhs.uk

Speaker Details (for conference programme)

Name _____

Job Title _____

Place of Work _____

Title of talk _____

Abstract (approximate length 200 words)

Do you have any queries, or any other requests? If so, please jot them down here, or contact me directly, whichever is easier.

Please return this form to me along with a completed registration form (needed for insurance purposes). Registration fees are waived for invited speakers. Ideally we would like this information by the 26th February 2009 so that we can complete the conference programme.

Example 8

Abstract reviewers

**ABSTRACT REVIEWER VOLUNTEERS
SPRING MEETING 2009**

Name:

Contact details:

Previous experience as an abstract reviewer YES / NO

Please ensure that you will be available during Jan/Feb 2009, and that you have access to email to receive abstracts and return your reviews.

Please return to or for further details contact:

Carolyn Owen

Genetic Counsellor

Genetics Department

Wrexham Maelor Hospital

Croesnewydd Road

Wrexham

LL13 7TD

Tel: 01978 725065

Email: Carolyn.Owen@wales.nhs.uk

Example(s) 9

1. Exhibitors stand form for charity stand (inclusive of 1 person only)

Association of Genetic Nurses and Counsellors

SPRING CONFERENCE

Date
Venue

We wish to book a **charity** stand at the above event - £50 person/day to cover catering costs for **1 person only**

Please find enclosed a cheque, made payable to the AGNC in the amount of £_____

A table, 2 chairs and delegate list by name, job title and workplace will be supplied. If display boards, power points or internet access is required please contact (**add name and contact details here**)

CONTACT NAME:	
CHARITY NAME:	
ADDRESS:	
POSTCODE:	
TEL NO:	FAX NO:
EMAIL:	

SIGNED..... JOB TITLE.....

PRINT NAME..... DATE

Please return this form to named contact of organising committee

2. Exhibitor stand form for company stand (maximum 2 people inclusive)

Association of Genetic Nurses and Counsellors

SPRING MEETING

**MONDAY 26th & TUESDAY 27th
March 2007
Western Infirmary Lecture Theatre
Dumbarton Rd
Glasgow
Glasgow**

Please Tick

We wish to book a stand at the above event - £200	
We wish to book a leaflet insert at the above event - £75	

Please send an invoice to the following address:

CONTACT NAME:	
COMPANY:	
ADDRESS:	
POSTCODE:	
TEL NO:	FAX NO:
EMAIL:	

SIGNED..... JOB TITLE.....

PRINT NAME..... DATE

Please return this form to, AGNC Spring Conference Organising Committee

Association of Genetic Nurses and Counsellors

SPRING CONFERENCE

MONDAY 26th & TUESDAY 27th

March 2007

Western Infirmary Lecture Theatre
Dumbarton Rd
Glasgow

EXPECTED NUMBER OF DELEGATES

An opportunity to meet with an anticipated 100-150 nurses and counsellors from the UK and Eire whose primary role involves clinical practice, research and education in genetics

SESSIONS INCLUDE

Papers from the membership

Triplet Repeat Disorders

Genetics of Common Diseases

Critical Analysis

Clinical Supervision

THE EXHIBITION

The cost is

£200 for 3x2m of space and includes;

75 words of editorial in conference programme

Table, table covering and two chairs and access to power point

Delegate list by name, job title and workplace

Refreshments for two representatives from your company

To book a stand at this event please complete the attached booking form and return to the address below.

INSERTS INTO DELEGATE PACKS

The cost is

£75 for max. A4 size insert

For further information contact AGNC Spring Conference Organising Committee

Example 10

Thank you letter to invited speakers

Date: 15th May 2009

Professor???
Lead Professional Specialist
Faculty of Health, Sports and Science
University of Glamorgan
Glyntaf Campus
Glyntaf
Pontypridd
CF37 4BL

Dear???

Re: AGNC Spring Conference at Cardiff 2009

On behalf of the Association of Genetic Nurses and Counsellors, I would like to thank you for speaking at our recent conference in Cardiff. The feedback we received from delegates was very positive with an outstanding majority stating that the presentations were excellent. I hope the experience was as positive for you as it was for us.

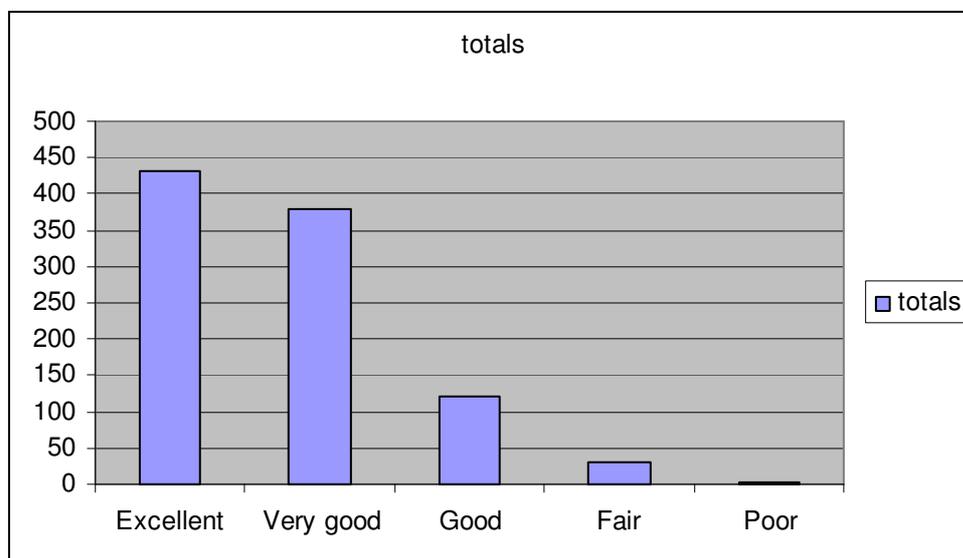
Kindest regards and very best wishes.

Yours sincerely

Carolyn Owen
Genetic Counsellor &
Organiser of the AGNC Spring Meeting

Example 11

Evaluation summary examples



AGNC Spring Meeting 2011 – 07-08 April 2011, Belfast Evaluation Form – Summary of responses

1. The timing of the meeting, i.e. Thursday and Friday works well for me

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
1	44	16	0	0	0

- Would prefer not a Friday

2. The overall structure and sequence of the programme presentations is appropriate

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
2	39	18	1	0	2

3. The proportion of time given over to: a) submitted presentations and b) plenary sessions

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
3	36	23	1	0	0

General comments

- Generally really well balanced presentations, short, all kept to time, very good arrangement on behalf of the hosts. Really liked overview of GCs research projects on am day 1
- Some excellent presentations
- V interesting talks. Comfortable hotel
- Some presentations more useful than others – but we are a varied audience and hard to please everyone
- Nice to have short presentations; keeps interest though some seemed rushed
- I thought the conference was very well planned and organised with a good mix of sessions
- Very impressed with program
- Very impressed by timing of talks. Well done – it makes such a difference
- Overall quality of presentations and range of topics was very good e.g. Prof P Morrison. A couple felt inappropriately pitched e.g. Huntington's talk would have been more suitable for non-GCs
- V good
- V well organised – lots of variety – different and interesting talks. Although some talks had too much 'background' considering the audience and would've liked them to get straight to the point
- A 9.30 start on Friday morning would have been preferred
- I like short presentations but some were a little rushed and it's a lot to take in so maybe a couple of longer ones
- Enjoyed the 20 minute slots for plenary speakers. Membership should have 20 min slots too
- Good to have short 20 min sessions on varied themes
- Great opportunity for learning and networking
- Well structured and good balance of general/cancer and use of local expertise
- Posters were excellent. Talks – half were good and new information for me to learn from. Half, just an overview of things we already know as GCs
- Some of the presentations could have done with a little more time so they weren't as rushed. But very interesting presentations and a good mix
- Really well organised
- Excellent conference. I much prefer lots of short talks as it showcases lots of work and keeps levels up over two days
- Good proportion, seems appropriate
- Overall good mix of topics covered. I particularly enjoyed Prof. Morrison's talk and the ethical implications of whole genome sequencing and Dr Shree McKee's talk. The Huntington disease talk was pitched inappropriately
- Instructions for poster presenters to have certain times to be by their poster to present / take questions
- I think too much time was given for DDD project on Thursday. As this project is already starting so not much info is required
- Some of the more complex talks were rushed for timing
- Not sure why we needed 2 sessions on the DDD project? In our department consultants deal with this and GCs not involved
- Excellent program. Really enjoyed all the presentations. Thank you
- I would have preferred longer time for Dr J Quinn and less time on the DDD as this was repeated for me
- First session a little long but enjoyed short sharp presentations that kept interest
- The right hand side had a poorer view of the screen
- It was good to have so many GCs presenting, and also so many local presenters from outside the GC profession

4. The programme meets your educational needs

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
4	34	25	1	0	0

5. Do you come away from the meeting with new ideas and/or material relevant to your work?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
5	31	28	1	0	0

6. Does the meeting identify areas that you now plan to further assess in your educational development

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
6	21	35	4	0	0

- NF1 screening for breast ca risk
- Use of NIPD in single gene disorders
- DDD research

General comments

- A excellent mix of sessions
- The last speaker on the Friday afternoon was inspirational
- A excellent mix of sessions
- The last speaker on the Friday afternoon was inspirational. Some ideas for research brewing!
- Helpful to have sessions on DDD, some clarifications
- Mostly good standard of presentations. Good timekeeping
- The sessions were on such a broad and varied range of subjects that I felt I really got a lot out of the meeting and having a forum to discuss practice in other departments I found particularly helpful
- Would have liked the invited sessions to be a bit more scientific
- Very well done
- Maybe to have a slot of difficult counselling situations and how dealt with - if not resolved
- Meeting was very well organised and run
- V good
- I work in a specialist area so although the conference hasn't necessarily given me ideas it's really interesting from an educational point of view and to network
- Presentations from membership were excellent and relevant. I'm glad there were lots of them
- Great to have the range of speakers, scientific, health visitors, surgeons etc. gives a great overview
- Really helpful when related topics are presented consecutively
- Would be helpful to have all talks with some implications for practice, rather than just overviews of conditions, although lysosomal storage disorders talk = excellent
- Lots of new and interesting information
- BRCA1 presentations were great on day 1. Traveller and Egypt presentations were great on day 2. DDD presentation good too

- It is disappointing that Belfast does not have a genetic counsellor attached to the cardiac service, what a shame!
- Suggest more posters of research or case studies. More sponsors / stands
- Found numbers 14, 16, 18, 21 outstanding presentations. Could have listened to Dr McKee for an hour – excellent
- More varied subjects would be interesting

7. It would be helpful for slides of selected symposium presentations to be accessible on the AGNC website following the meeting

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
7	43	16	1	0	0

- Yes please – especially helpful to have to feed back to the team
- Perhaps
- Password protected
- Would be v. useful. Including AGNC meeting slides – Anita Bruce's
- This is a really good idea particularly in current financial climate when we have to feed back to our departments
- Pictures would need to be omitted
- Please send on via email / disc if possible
- This would be fantastic
- AGM slides and the census very interesting but not on the screen long enough for me to absorb significance of information – please can we have a copy of the data
- Would really appreciate access to the presentations
- V useful to have access to slides online
- Always a good idea to provide access to slides – especially for email contacts

8. General comments

- First conference as short time in genetics. As trainee from non MSc background all information helpful
- A list of attendees and their contacts would be useful
- Some presentations more fluid and full! Access to slides or summary would be helpful
- Venue very nice. Nice to have dinner to liaise with colleagues. Well-done for organising good conference
- Good that email contacts of presenters given
- Would suggest music or entertainment during conference dinner
- The invited speakers were good, well done Belfast

9. The facilities and general meeting arrangements of the Belfast venue were good and appropriate

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
9	40	19	1	0	0

- Snacks were great, lunches not so good!
- Lack of water at breaks/lunch
- Lunch on day 1 was not pleasant. Everything else was good

- Mostly fine but hotel food and accommodation had a lot to be desired!
- Screen/lighting was sometimes reflective
- No wine provided at conference dinner
- Excellent venue
- Venue was OK
- But lunch – poor quality of food

10. Are you happy with alternating a one day meeting and a two day meeting?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
10	27	29	4	0	0

- Yes it works well
- 2 days may become more difficult with financial situation for some members
- Yes
- 2 day meetings are better value
- I think 2 day meeting either annually or biannually are more economical and useful for CPD
- Two days better than one
- Two days better
- Two days
- Would prefer a two day meeting every year

11. Suggestions for future symposium topics

- Genetics IVF/PGD
- More on IF and how to handle
- More ethical dilemmas would be great
- Counselling situations which created dilemmas and many questions
- Use of disease specific registries and follow-up processes in different regions
- More ethical/legal/emerging issues
- Really enjoyed the fun/different/esoteric talks e.g. 'The genes that built the pyramids'/'The Irish giants'
- Genetic eye disorders
- Multidisciplinary working within genetics
- Some more on counselling process would be good
- Ethical dilemmas – case studies?
- NHS structure – how it works – how services are funded. Current issues for GC managers – maybe tie in with revamped career structure
- What is 'independent' GC counselling? Can we define it? E.g. when pre-clinic contact is actually 'independent GC' work? – Independent does not just happen in a clinic setting it happens before and after the clinic appointment. Just think this would be interesting to explore in the current climate when we are trying to justify our role. This came to me when I looked at the categories in the census. 'pre-clinic was a different category than GC independent – sometimes I actually think it's the same thing
- Ophthalmic / eye conditions
- Gender issues relating to the counselling process i.e. male v female counsellors and counsees

- Always with implications for practice. Maybe include discussion workshops alongside talks that may be overviews of e.g. cardiac conditions
- Sex chromosome anomalies
- Dealing with difficult patients
- Psychologist support offered outside genetics
- Genetics services moving into the future – working with other specialists – interpreting FWAs studies
- Genomic medicine, ethics and whole genome tests
- Although dysmorphology is an interest of mine, I can appreciate most of these cases are seen by consultants – explore role of GC in dysmorphology
- Professional indemnity
- Counselling supervision
- Dealing with patient complaints
- Genetic counselling models/theory
- Other metabolic disorders
- Neurogenetics
- Metabolic conditions
- Diversity among GC group

12. Suggestions for alternative arrangements for meetings

- How about a coastal resort geared up for conferences – lots of good hotels with sizeable rooms for conf. Bournemouth, Brighton, Eastbourne, or SW coast or SE coast. Sunshine and learning or NE coast or Cardiff or ...
- Congratulations on a very successful meeting
- Feel 2 day meetings more beneficial and cover broad range of topics
- It was good to be able to stay in the same hotel as the conference and have dinner included in the price
- Very good this time. Difficult to focus sometimes because each plenary session didn't have a subject title. But – liked seeing case studies and presentations from the membership. Good mix of topics here
- Excellent to have meeting before weekend so attendees can explore Belfast
- It would be handy to have costs further in advance as application for study leave can take an extremely long time
- Edinburgh, Dublin
- Newcastle? Glasgow, Glasgow, Glasgow...!

13. Contact details if you wish to know more about the organisation of the meeting

	Strongly Agree	Agree	Disagree	Strongly Disagree	Left Blank
1	44	16	0	0	0
2	39	18	1	0	2
3	36	23	1	0	0
4	34	25	1	0	0
5	31	28	1	0	0
6	21	35	4	0	0
7	43	16	1	0	0
9	40	19	1	0	0
10	27	29	4	0	0

Extra comments

- Very well organised, very friendly committee; helpful and welcoming. Many thanks for all your hard work, time and dedication. Well done!
- Well done! A really interesting and well put together program
- Thank you Belfast for an excellent conference and for being such great hosts. Very well done. Enjoyed every minute
- Overall excellent meeting and venue
- Thank you for all your hard work – it was the most enjoyable and rewarding conference I have been to, and it was so well organised and friendly- thanks again

Contact details of those who wish to know more about the organisation of the meeting

Original author Jen Wiggins amended by Carolyn Owen & Cath King January 2012