

PROVINCIAL FELLOWS ANNUAL MEETINGS

Guidelines for Organising and Co-ordinating



Provincial Fellows Annual Meeting Guidelines

Approved by RANZCOG Continuing Professional Development Committee
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1. background

purpose and scope

These guidelines will assist in providing continuity in planning of RANZCOG Provincial Fellows Annual Meetings (Provincial Fellows-AMs) from one year to the next and limit the encumbrance on the Convenor.

To maintain consistency in the Provincial Fellows-AM organisational process, the College requires each meeting to comply with predefined standards relating to all processes and procedures. The planning and organisation of the Provincial Fellows-AM is managed by the Provincial Fellows Committee Coordinator in liaison with the Convenor, however, the ASM Secretariat at College House will assume a supporting role and will provide assistance with the design and production of promotional material and the development of a sponsorship strategy.

This document outlines the processes and procedures required in achieving a successful meeting and the time schedule for key decisions to be made. It provides clear and comprehensive guidelines of the roles and responsibilities of each member of the Provincial Fellows-AM Organisational Team and the standards expected by the College in all processes and procedures.

contact

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about the provincial fellows annual meeting

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG), in addition to hosting RANZCOG and Regional Committee Annual Scientific Meetings (ASMs), holds a meeting once a year for Provincial Fellows. The Provincial Fellows Annual Meeting (Provincial Fellows-AM) is a forum for Provincial Fellows to meet to discuss matters that have an impact on the practice of obstetrics and gynaecology in provincial areas. This includes:

- (a) RANZCOG matters
- (b) National Association of specialist Obstetricians and Gynaecologists (NASOG) matters
- (c) Medico-political matters not covered by RANZCOG or NASOG e.g. AMA matters
- (d) Matters relating to problems in provincial O&G service provision, and
- (e) A scientific component with papers presented by Provincial Fellows.

The Provincial Fellows-AM is designed to provide Provincial Fellows the opportunity to present the results of their clinical practice interests and discuss factors relevant to the provision of O&G services to the women in provincial Australia. These meetings also offer delegates the chance to share experiences, develop networks and mix socially.

Although Provincial Fellows-AMs are targeted primarily at Provincial Fellows and provincial trainees of the College, it also incorporates an opening to GPs and Diplomates in the local area. Trainees are encouraged to attend the meeting and are offered heavily discounted registration fees.

The Provincial Fellows-AM generally comprises of a two-day conference, with at least one full day of 'formal presentations', and a small industry exhibition. The conference is made up of a high quality scientific program and social program including a welcome/farewell function and conference dinner.

The location of each Provincial Fellows-AM is to be determined at least one year in advance and all Provincial Fellows and provincial RANZCOG trainees are advised through advertisement on the College website, O&G Publication and the Provincial Fellows ConneXion.

streams and events

Charter for Innovation

The structure and content of the scientific program should be organised with a view to designing a Provincial Fellows–AM that differs from previous meetings. The Convenor and Provincial Fellows Committee Coordinator need to address what new content and formats will be included to reflect trends and changes in delivering health care. They should consider how the content and streams differ from the last Provincial Fellows–AM, and what new topics are being introduced and why.

Streams

Obstetrics and gynaecology takes place within a social and organisational context. While clinical themes are important, the College hopes to encourage a broader view of the profession and the practice of O&G. RANZCOG Provincial Fellows–AMs feature a series of compulsory streams that must be incorporated into the program to reflect this. The College encourages the Convenor to be innovative and creative, and therefore provides for the inclusion of elective streams. Compulsory streams and examples of elective streams are listed below.

compulsory streams	Scientific Program <ul style="list-style-type: none"> - Trainee session - Clinical - Education: trainees and CPD - Welfare issues, such as work life balance, dealing with stress, difficult patients 	Ceremonial Events <ul style="list-style-type: none"> - Official Welcome - Provision for Provincial Fellows Committee meeting - Provincial Fellows Committee Chair address (and Presidential address if in attendance) 	Social Program <ul style="list-style-type: none"> - Conference dinner
	elective streams	Scientific Program <ul style="list-style-type: none"> - Research ie. methods, EBM - Medico-legal - State of the art: clinical innovation, RCTs etc - Workforce - Collaboration: working with other professional groups, examples of good practice, successful models of collaboration - Public Health: women's health, epidemiology and community health issues - Diplomates session 	Ceremonial Events <ul style="list-style-type: none"> - Awards and presentations (if applicable)

2. college planning

location and convenor

Before any specific planning for a meeting can begin, it is important to understand the Provincial Fellows Committee processes that determine the location of forthcoming Provincial Fellows–AMs. This involves selecting the location and inviting a Convenor to host the meeting.

2.1 Selecting the Regional Location

The Provincial Fellows Committee, with knowledge of scheduled RANZCOG ASMs, Regional Committee ASMs and other College events, will decide the location of the Provincial Fellows–AM at least one year in advance of when it is due to be held.

Provincial Fellows–AMs are under the control of the College Provincial Fellows Committee at all times.

2.2 Invitation to the Convenor

Immediately following the selection of the host city/town, the Provincial Fellows Committee will nominate a local Fellow to assume the duties of Convenor. A letter is to be sent to the nominated Convenor (a local Fellow from the selected City/Town) formally inviting them to organise the Provincial Fellows–AM. The letter of invitation is to be drafted by the Provincial Fellows Committee Coordinator at College House (“the Coordinator”) and signed by the Provincial Fellows Committee Chairperson.

3. organisational team

The planning and coordination of Provincial Fellows–AMs is under the management of the ‘Provincial Fellows–AM Organisational Team’. This team consists of the Convenor, the Provincial Fellows Committee Coordinator and the College ASM Secretariat. The Organisational Team will establish the conference objectives: program, date, venue, theme and organisation. The success of the meeting depends largely on the relationship that exists between these parties. It is vital that each party works as a cohesive team by establishing and maintaining close communication and interaction.

roles of organisational team

In brief, the roles of Provincial Fellows-AM Organisational Team are:

Provincial Fellows-AM Convenor	Responsible for creating and managing the Scientific program - from planning program content to selecting preferred speakers - and assisting with planning of the Social program. The Convenor, in conjunction with the Coordinator, acts as the policy maker, setting objectives for the meeting and the goals and parameters.
Provincial Fellows Committee Coordinator	College House staff member who coordinates the functioning of the Provincial Fellows Committee. Responsible for ensuring the meeting is run effectively and economically. The Coordinator manages the planning and coordination of each Provincial Fellows-AM and provides a range of administrative support services to the Convenor; converting decisions into action and keeping the meeting on schedule. In addition, the Coordinator is responsible for sponsorship; making sponsor contacts and ongoing communication with sponsors regarding requirements.
ASM Secretariat	The Secretariat provides administrative support to the Coordinator and will design and produce promotional material for the meeting including the registration brochure and sponsorship prospectus. The Secretariat will work closely with the Coordinator on the sponsorship strategy for the meeting.

Stringent budget and clearly defined timelines underpin all aspects of organising a Provincial Fellows-AM. Good planning and management are key activities to ensuring a successful meeting. The following sections provide a more extensive guide on the roles and responsibilities of the Convenor, Coordinator and ASM Secretariat, and the standards expected of each.

4. convenor

roles and responsibilities

The Convenor will be a local Fellow volunteering their services to assist with the planning and organisation of the Provincial Fellows-AM. The Convenor has the knowledge and understanding of the O&G profession in a provincial setting and is ultimately responsible for the program's scientific content. In addition, the Convenor will decide on suitable social functions that will appeal to their colleagues and is largely responsible for selecting which social events will be held and recommending local venues.

The Convenor is primarily supported by the Provincial Fellows Committee Coordinator at College House whose roles and responsibilities are outlined in section 5. The Convenor may also, however, utilise the assistance of their partner and colleagues in helping with the program content and arrangements.

4.1 Planning Meetings

The first planning meeting should take place two months after the past Provincial Fellows-AM. As these meetings will only be held between the Convenor and the Coordinator, meetings will be held on an ad hoc basis and will involve frequent email correspondence and/or telephone conversations. As the meeting date approaches, it will be necessary for the Convenor and the Coordinator meet on a more regular basis by teleconference to finalise event details.

4.2 Determining the meeting date

The Provincial Fellows-AM date is to be fixed after consideration of other College and Regional Committee meetings, health association meetings, and major events to ensure the Provincial Fellows-AM does not clash with any pre-set events. The Convenor and Coordinator must consult the College ASM Secretariat when setting the meeting date. The meeting date is subject to approval of the Provincial Fellows Committee and Executive Committee and should be determined **one year prior** to the expected date.

A period should be chosen that would help maximise delegate attendance. The Convenor will need to decide whether to hold the meeting in conjunction with a public holiday or long weekend or simultaneously with a local event. The scheduling can act as a means of attracting more delegates and may also encourage the attendance of accompanying persons to the meeting. These factors may influence the availability of venues and accommodation, which should be arranged by the Coordinator immediately after determining the meeting date.

Note: Provincial Fellows-AM is rotated throughout the different states in Australia so that all Fellows gain some opportunity of travelling to a local meeting. There are few national long weekends available to choose from so a date should be set early to avoid clashes.

convenor → roles and responsibilities

4.3 Theme

A theme for the Provincial Fellows-AM is chosen by the Convenor and approved by the Provincial Fellows Committee. The theme should reflect the objectives of the meeting and will directly influence the style of the meeting; the types of sessions and speakers included.

4.4 Program

It is the responsibility of the Convenor to draft a program schedule identifying potential topics and speakers and scheduling of social events. These plans and respective requirements must be communicated to the Provincial Fellows Committee Coordinator for actioning.

Scientific Program

The content of the scientific program is under the direction of the Convenor and should be styled to reflect the objectives of the meeting. The Convenor must consider which streams to address and should seek to construct a Provincial Fellows-AM different from previous events; taking into consideration new content and formats to reflect trends and changes in the specialty.

The program should feature a balance and variety of sessions or presentations, such as workshops, session speakers and panel discussions in support of the meeting objectives. Scientific sessions should be presented by Provincial Fellows unless a special speaker is available. An opportunity for Fellows to participate in practice review and clinical risk management (PR&CRM) activities (as approved by the College) should be included in the program. The program should also incorporate topics of interest and relevance to trainees and allocate a session for presentations by provincial trainees.

The College is seeking to strengthen the relationship with GP Obstetricians and attract this group to the Provincial Fellows-AM. As such, the scientific program should be structured to incorporate sessions and topics of interest to these interest groups and application for accreditation under the RACGP and ACCRRM continuing professional development (CPD) programs should be obtained.

Social Program

Social functions are an important part of the meeting; they allow delegates the opportunity to network and mix in a relaxed atmosphere. Social functions may take the form of welcome/farewell dinners or drinks, conference dinner, or wine and food tasting and are offered at an additional cost. Whilst the type and number of social functions offered at a Provincial Fellows-AM can vary between meetings, a conference dinner is to be offered at a minimum. Dress for the conference dinner will be informal – neat casual.

The Convenor will decide which social functions will be held and provide the Coordinator with local information on suitable restaurants and entertainments. Social function arrangements, including making required bookings and finalising menus are actioned by the Coordinator.

convenor → roles and responsibilities

4.5 Speakers

The Convenor is responsible for selecting session speakers. The Convenor should make the initial contact with the speakers to determine their availability and presentation topic. The Convenor will liaise with the Provincial Fellows Committee Coordinator to send out formal letters of invitation and communicate with the speakers on an ongoing basis regarding meeting and speaker requirements.

4.6 Convenor's Report

The Convenor will need to provide a written report for inclusion in the Annual Meeting Final Report. This document will be submitted by the Provincial Fellows Committee Coordinator to the Committee at the first meeting following the Annual Meeting.

5. Provincial Fellows Committee coordinator

roles and responsibilities

The primary role of the Provincial Fellows Committee Coordinator, situated at College House, is to liaise with the Convenor on all matters relating to the Provincial Fellows-AM, from the initial planning stages through to final reporting. The Coordinator is responsible for the overall management of the meeting and providing support to the Convenor. In this supportive capacity, the Coordinator will assist the Convenor with arranging speakers and arranging the social program.

In addition to general liaison and coordinating functions, the Coordinator is responsible for the logistics of the conference and management of the meeting as a whole. From venue selection to post-conference reports, the Coordinator advises, recommends, manages and executes every detail and is the driving force to ensuring that the meeting delivers outcomes detailed by the Convenor.

The Coordinator must demonstrate meticulous attention to detail, the ability to simultaneously manage a number of tasks, and ensure that organisation of the Provincial Fellows-AM keeps to agreed timescales, stays within budget and achieves the goals set.

5.1 Provincial Fellows Annual Meeting Guidelines

The Provincial Fellows-AM guidelines provide a comprehensive description of the roles and responsibilities of the Organisational Team, the processes required in organising and coordinating a Provincial Fellows-AM, the timelines that must be met, and define specific policies and proceedings that must be included in the meeting. The guidelines are approved by the CPD Committee on behalf of Council and will be updated every three years, or as required, by the ASM Secretariat in consultation with the College Chief Executive Officer and Provincial Fellows Committee Coordinator.

The ASM Secretariat will provide a copy of the Provincial Fellows-AM Guidelines to the Coordinator who will ensure these are implemented and the timelines adhered to. The College ASM Secretariat is available to respond to any questions relating to the Provincial Fellows-AM guidelines.

5.2 Preliminary information

Once the Convenor has accepted the invitation to organise the meeting, the Coordinator will provide the Convenor with a College Provincial Fellows-AM information pack. This pack should include (1) RANZCOG Provincial Fellows-AM Guidelines with comprehensive timelines and checklists, (2) details on potential venues, and (3) Provincial Fellows-AM registration brochures from the previous two meetings.

Provincial Fellows Committee coordinator → roles and responsibilities

5.3 Administration

The Coordinator is to provide a fully equipped secretariat offering a broad range of administrative support, including:

- Assist with development of conference theme
- Develop and distribute publicity material (in collaboration with the ASM Secretariat)
- Coordinate incoming and outgoing mail and email regarding Provincial Fellows-AM inquiries, registrations and sponsorship
- Establish a computerised registration and sponsorship database
- Liaise on an ongoing basis with delegates, speakers, venue personnel and suppliers
- Preparation and packing of delegate satchels
- Carry out all aspects of on-site management

5.4 Budget

The budget should be prepared in the **initial planning stages** by the Coordinator. Although the number of delegates attracted will depend on the location, each Provincial Fellows-AM should seek to make a surplus. The financial aspects of the meeting are under the control of the Provincial Fellows Committee and all profits are allocated to the Provincial Fellows Committee cost centre. This money is carried over year to year.

The Coordinator should monitor, prepare and present regular budget updates showing actual and projected scenarios. Budget updates should be tabled at each Provincial Fellows Committee meeting and a final budget report submitted post-event.

Charges: The meeting must assume flight, registration, accommodation and social functions charges for:

- President RANZCOG
- Two Council representatives
- The Coordinator and a second staff member

As a basic guide, the budget should include fixed and variable costs including:

Income	Expenditure
<ul style="list-style-type: none">- Delegate registration- Delegate/accompanying persons registration for social events: Welcome/farewell functions, conference dinner- Sponsorships and Exhibition booth sales- Satchel inserts	<ul style="list-style-type: none">- Administration: Secretariat work, photocopying, postage/courier, phone/fax, insurance, bank charges- Venue hire including equipment hire i.e. AV, Video etc- Catering: general for morning/afternoon teas and lunches, conference dinner, welcome/farewell functions and other- Printing: registration brochure, programme book, invitations, name badges- Complimentary delegate costs- Entertainment etc for social functions- Staff registrations at Provincial Fellows-AM expense- Miscellaneous items: Satchels, gifts etc

Provincial Fellows Committee coordinator → roles and responsibilities

5.5 Venue

The Coordinator is required to research and investigate the availability, suitability and cost of possible venue sites and provide information and advice to the Convenor. The Convenor and the ASM Secretariat will be able to provide information on local venues to assist the Coordinator in researching possible options.

The Coordinator should:

- Ensure the venue is suitably sized to accommodate the anticipated number of delegates (allow for minimum and maximum), including facilities for concurrent sessions, lunch, morning/afternoon teas and exhibition space (small area for display tables)
- Investigate accessibility to city/airport
- Determine what services are included/excluded in the costs eg set-up, utilities and equipment
- Do a site inspection of the venue if possible (by Convenor), including standard and variety of catering
- Check the in-house services i.e. audio-visual equipment and staff knowledge of these areas
- Determine booking conditions, such as payment terms
- Compare whether cost is reasonable with other potential venues

Selection

Once a final decision has been made regarding the venue, it is the responsibility of the Coordinator to:

- Negotiate favourable rates and conditions with the venue
- Book and manage appropriate space and equipment in the venue
- Set up a line of credit (if allowed)
- Ensure timed payments
- Coordinate venue personnel and arrange audio-visual requirements
- Coordinate catering requirements
- Manage venue operations on site

Venue bookings should be placed well in advance (**one year prior** to the meeting date) before any further organisation has begun, as many venues book out a significant period in advance, especially at certain months of the year.

5.6 Preliminary Notification

Once the location has been selected and a convenor assigned, details of the Provincial Fellows-AM, including dates, location, venue and contact details for further information, is advised to Fellows, Members, Trainees and Diplomates via the College website, Provincial Fellows ConneXion and O&G publication. The Coordinator should communicate details to the ASM Secretariat who will ensure this information is publicised and updated as further information arises.

Provincial Fellows Committee coordinator → roles and responsibilities

5.7 Program

Scientific Program - speakers

Once the Convenor has canvassed potential speakers for their availability, details are passed to the Coordinator who will send a formal letter over the Convenor's signature inviting their participation **9 months prior** to the meeting.

The letter of invitation should detail:

- Meeting information - theme, location, dates, expected number of delegates and key speakers
- Presentation Title (the Convenor to advise after discussions with speaker)
- Proposed time for presentation(s)

The Coordinator will liaise with speakers on an ongoing basis prior to the meeting regarding:

- Changes to the program
- Presentation details, such as who will be Chairing their session (if applicable)
- Protocols for speakers, including ethical guidelines – a copy of the RANZCOG Guidelines for Speakers should be provided
- Presentation instructions- timeframe for submitting presentation slides in advance
- Audiovisual requirements and other support necessary for their presentation(s)

Scientific Program - Chairs

The Convenor should consult with the Coordinator as to which sessions will require a Chair. The suggested Chair should be a Provincial Fellow who has either registered or will definitely be registering to attend the meeting, and will be someone who is:

- Supportive / helpful
- Strong and controlling
- A good time-keeper - allow change over of speakers, ensure time limit is adhered to and question time is provided

A formal letter of invitation to Chair a session must be sent detailing information on the session content and timetable. A copy of the registration brochure and provisional program should be enclosed.

Scientific Program - Continuing Professional Development Points

As soon as the structure and content of the scientific program has been agreed and finalised, the Coordinator should apply for Continuing Professional Development (CPD) points and accreditation from the College, RACGP and ACRRM. Approval by the relevant College CPD programs will enhance the marketing potential of the meeting when advertising and inviting Fellows and GP Obstetricians to attend the meeting. These points should be applied for **6 months prior** to the meeting.

Provincial Fellows Committee coordinator → roles and responsibilities

Provincial Fellows Committee meeting

The program should allow for a satellite meeting of the Provincial Fellows Committee to discuss formal business. Sufficient time should be made available for this. The Coordinator should make room and catering arrangements for this meeting.

Social Functions

Once the social functions have been selected, the Coordinator will make all the necessary arrangements including bookings, menus and finalising attendee numbers. In the instance where the social function is located outside of the meeting venue, the Coordinator will arrange transport and ensure the cost of transport is incorporated into the registration fee. Sponsorship for some functions may be available and should be included in the sponsorship prospectus.

Accompanying Persons Program

A program of arrangements should be made for accompanying persons to encourage Provincial Fellows to attend and bring partners and families with them. This information should be printed in the registration brochure.

Note: The draft program should be submitted to the Provincial Fellows Committee **6 months prior** to the meeting. At this stage, the Coordinator should apply for CPD points from the Continuing Education department as an incentive for Fellows to attend.

5.8 Accommodation and Travel

The Coordinator is required to investigate the various accommodation options available in the host city. When evaluating which accommodation venues best meets the required needs, the following should be taken into consideration:

- The accessibility and proximity to the conference venue
- Whether the hotel/motel is prepared to offer reduced rates for delegates attending the Provincial Fellows-AM
- Quality of service offered by the hotel/motel – high standard
- Check in/out times to facilitate delegate's needs
- Suitable number of room options e.g. standard, deluxe, double single etc
- Airport transfers – if this service is not offered by the hotel/motel make other arrangements

It is the responsibility of the Coordinator to negotiate favourable rates with the selected hotels and arrange for block booking of rooms in anticipation of registrant bookings. Delegates are instructed on the registration form to contact the hotel direct for bookings and payment.

Provincial Fellows Committee coordinator → roles and responsibilities

5.9 Abstracts

The Coordinator will make the “Call for Papers” and manage the receipt, review and accepting of abstracts. The call for papers will be made **4 months prior** to the meeting and will include:

- Closing date for abstracts - **2 months** before the meeting date
- Meeting details: dates, venue, theme and speakers
- Guidelines for submitting abstracts – including format
- Review process: set criteria, abstracts judged and accepted papers presented at meeting

Abstracts should be submitted electronically and include the author’s full contact details: full name, address, phone numbers and email address. The electronic format means that abstracts can be easily collated into a Book of Abstracts for inclusion in the Provincial Fellows-AM Program Book. Each abstract received must be acknowledged and the author informed of the date when they will be advised whether the abstract has been accepted.

The Coordinator in consultation with the Convenor will establish a process for reviewing abstracts. When an abstract has been accepted, the author will be notified of the acceptance and advised the date and time of presentation, length of presentation and to register for the meeting.

5.10 Conference Marketing – Publications and Printing

The printing and distribution of all publicity material; preliminary notice, registration form, call for abstracts, sponsorship prospectus, and any other printed material is coordinated by the Coordinator. The ASM Secretariat will design and produce the registration brochure and sponsorship prospectus in collaboration with the Coordinator who will manage the distribution.

Important Note: All conference publicity material, including the registration brochure, registration form, sponsorship prospectus and sponsorship booking form etc, must have the College ABN number clearly labelled. The registration and form and sponsorship booking form must detail under the College ABN number that this document becomes a Tax Invoice for GST when payment is received. All publicity material showing registration or sponsorship costs should include the GST component and have this clearly listed.

Registration brochure - The Provincial Fellows-AM registration brochure, with final program and travel and accommodation information, should be distributed **4 months prior** to the meeting. The Coordinator should liaise with the ASM Secretariat regarding requirements and have the payment section on the form approved by the College Finance Department prior to printing and distribution.

In addition, the Coordinator is required to procure all conference accessories eg satchels, satchel inserts, and name badges. Delegate satchels must be packed and handed out upon registration, with badges for delegates and accompanying persons enclosed.

Provincial Fellows Committee coordinator → roles and responsibilities

Program Book - A Program Book is placed in each delegate's satchel and should have:

- Message from the Convenor
- Full program: including session title and presenter, time and room location
- Continuing professional development approval – in both meeting and PR&CRM activities and list the point accreditation
- Speaker presentation handout copies (if available) and Abstracts
- List of sponsors and exhibitors – including logo of major sponsors

Conference Satchels - Each Provincial Fellows-AM should provide delegates with a conference satchel. This should have inside a Program Book, notes pages, pen, meeting evaluation form and satchel inserts from Companies who have paid to have an A4 page flyer inserted.

Sponsorship for the conference satchels is usually sought, and the name of the sponsor should be printed on the satchel for promotional purposes. The Provincial Fellows Committee will decide on the type of satchel that will be provided, which can vary from a business satchel to a cooler bag. The Coordinator will investigate the costs and availability of satchels and make the purchasing, printing and packing arrangements. Each delegate will be provided with a conference satchel at time of registration.

5.11 Industry Exhibition and Sponsorship

The industry exhibition and sponsorship plays an important role in generating revenue and to help offset the cost to Provincial Fellows. It is essential that the Coordinator liaise with the ASM Secretariat to develop and implement a strategic plan for attracting sponsors to the meeting. This will include preparing a sponsorship proposal and targeting potential sponsors.

The invitation to sponsor will be in the form of a sponsorship prospectus document accompanied by a formal letter and should detail the sponsorship types available and the features and entitlements incorporated in each. The sponsorship types offered are under the direction of the Coordinator and may include:

- Conference Dinner
- Speaker Sponsorship (invited guest speaker)
- Conference satchels and satchel inserts
- Luncheon, welcome and other social functions (depending what is being offered)
- Exhibition sites/tables

The College Finance Department should approve the payment section of the sponsorship and exhibition registration form prior to the information being disseminated. The Sponsorship Prospectus should be sent out at least **4 months prior** to the meeting.

The Coordinator is responsible for coordinating the arrangements for the industry exhibition, including managing the sale of exhibition tables and the requirements of exhibitors. This also includes the organising and supervision of all external suppliers, such as exhibition furniture hire companies (if applicable). The tables need to be in a prominent place where delegates congregate between sessions and where the morning and afternoon tea is served. A staff member should be on hand throughout the meeting to look after exhibitors' requirements.

Provincial Fellows Committee coordinator → roles and responsibilities

5.12 Registrations

Staff

The Coordinator is responsible for completing staff registration forms and making travel and accommodation arrangements. The Provincial Fellows Committee pays for accommodation, airfares and social function costs for the Coordinator and a second staff member.

Invited Persons

Invitation letters to the RANZCOG President and two representatives of Council to attend the Provincial Fellows-AM as guests should be drafted and sent over the Convenor's signature (note these guests and staff members should be the only non Provincial Fellows in attendance). Flight, accommodation and social function costs for these guests is met by the Provincial Fellows Committee.

Delegates

The Provincial Fellows-AM will offer the following registration fees (inclusive of GST):

- Full registration – Provincial Fellows and GPs
- Heavily discounted registration for Trainees (to encourage attendance)
- Accompanying person registration for optional social functions i.e. conference dinner

The Coordinator must acknowledge all registrations in writing detailing the activities the delegate has registered and paid for. Ongoing communication with delegates regarding inquiries and requirements should be made.

Registrations should be monitored in the last **6 weeks prior** to the conference. If there has been only a small number of registrations received, the Coordinator should consider sending out a special Provincial Fellows College ConneXion and mail out to remind Fellows about the event and to register.

5.13 College Stand

A College stand should be set up at the Provincial Fellows-AM to display College information of interest to delegates. The Coordinator is to contact the ASM Secretariat regarding booking a College display unit for the meeting. The College offers two types of stands, one larger unit and one compact pull up banner that serve as an attractive backdrop whilst promoting the College. College display material, such as PR&CRM leaflets and patient information pamphlets should be displayed.

5.14 On-site Management

- College staff must man the registration desk and provide each delegate with a name badge
- A list of participants and contact details should be distributed to each participant for networking. It can be useful to have this list included in the contents of the delegate satchels that are given to delegates at the time of registration.

Provincial Fellows Committee coordinator → roles and responsibilities

5.15 Evaluation

An evaluation of the educational effectiveness of the meeting should be conducted. The Coordinator should work in consultation with the ASM Secretariat and the Manager of Fellowship Services to develop an evaluation form which meets the College requirements and those required by the RACGP and ACRRM to ensure CPD points for GP Obstetricians can be offered.

This evaluation may include collection of delegates opinions on aspects of the meeting and/or pre and post-testing of participant knowledge. Evaluation questionnaires should be distributed to participants in the delegate satchels at the time of registration.

A summary of the findings of this evaluation shall be included in the final report submitted to the Provincial Fellows Committee.

5.16 Reports

The Provincial Fellows-AM is under the control of the Provincial Fellows Committee. The Coordinator is required to provide regular written progress reports on the status and arrangements to each meeting of the Provincial Fellows Committee. These reports should be accompanied by a current budget for information.

A final written report should be presented to the Provincial Fellows Committee after all matters have been finalised at the **first meeting held following** the conclusion of the Provincial Fellows-AM. The final report should include:

- Convenor's report
- Evaluation summary
- Financial report: statement of accounts
- Provincial Fellows-AM promotional material (registration brochure, sponsorship prospectus, program book) to be kept with the minutes for posterity

6. ASM Secretariat

6.1 Public relations – maintaining relationships

The ASM Secretariat maintains ongoing relationships with the various State Convention and Visitor Bureaus. These organisations provide valuable information regarding suitable venues and accommodation options in the State. Information regarding potential venues is to be provided to the Coordinator in the preliminary stage when considering a City/Town and venue to host the Provincial Fellows-AM.

6.2 Promotional Material

The ASM Secretariat will assist the Coordinator in the design and production of an expression of interest flyer, the registration brochure and sponsorship prospectus.

Expression of Interest Flyer

A preliminary notice flyer canvassing for expressions of interest is to be sent out to all Provincial Fellows and Provincial Trainees. The flyer details the location of the Provincial Fellows-AM and asks for individuals to indicate whether they would be interested in attending the Provincial Fellows-AM. A section for contact details and relevant staff contact details is included.

Registration Brochure

The Provincial Fellows-AM registration brochure, with final program and travel and accommodation information, should detail:

- Meeting title and page numbers (if in book form) on each page
- Full contact details of Coordinator for further information or assistance
- Final Program with session speakers, presentation titles and CPD points listed
- Registration costs and inclusions – including costs for social functions (include dress code)
- Accommodation options available and costs
- Cancellation / refund policy
- Registration form with section for dietary or special requirements, name for delegate badge and name of accompanying person, and payment section (this should be approved by the College Finance Department prior to distribution)

Sponsorship Prospectus

The types of sponsorship available should be listed with the relevant costs and inclusions clearly explained. The Sponsorship registration form should include a section for company details, the type of sponsorship requested, a payment summary and payment section (listing three payment options: cheque/money order to College, Credit card facilities, or invoice). Staff contact details for inquiries and the return address for the form should be included.

7. timelines

broad timelines

The yearly plan below provides an outline of the timelines that must be met when organising a Provincial Fellows-AM

1 year before	<ul style="list-style-type: none">(a) Provincial Fellows Committee decides on the city/town to host the meeting(b) Nominate and formally invite a local Fellow to act as Convenor(c) Theme, dates and venue chosen and presented to Provincial Fellows Committee for approval(d) Booking of venue and accommodation(e) Preliminary notification (location, venue, dates and convenor) publicised via College material to Provincial Fellows and Trainees(f) Preparation of budget(g) First planning meeting between the Convenor and the Coordinator (two months after previous Provincial Fellows Annual Meeting)
9 months before	<ul style="list-style-type: none">(a) Selected speakers invited to present(b) Formally invite President and two representatives of Council
6 months before	<ul style="list-style-type: none">(a) Submit draft program to Provincial Fellows Committee(b) Distribution of preliminary notice to Provincial Fellows(c) Apply to all relevant colleges (RANZCOG, RACGP and ACRRM) for recognition as an approved CPD activity(d) Approach made to potential sponsors and industry exhibitors – send out sponsorship prospectus
4 months before	<ul style="list-style-type: none">(a) Distribution of main notice and registration form(b) Call for Abstracts(c) Distribution of sponsorship prospectus to all potential industry representatives
2 months prior	<ul style="list-style-type: none">(a) Deadline for Abstracts
6 weeks prior	<ul style="list-style-type: none">(a) Advice to trade exhibitors re: requirements and set-up(b) Monitor registrations – if needed send out special reminder notices
post conference	Final financial statement and final report provided to Provincial Fellows Committee

chronological planning & checklist

These broad timelines are only a guide to the tasks to be done for the Provincial Fellows-AM. The Coordinator should plan a detailed checklist indicating who is responsible and the timeline the task should be completed in. These checklists should be constantly reviewed and updated as required.

Chronological Planning Timelines

➤ Preliminary (allow 12 months)

- Invite a local Fellow to act as Convenor
- Send "Provincial Fellows-AM information pack" to Convenor
- Set meeting objectives and choose an appropriate theme
- Set meeting dates and times – avoid clashes with College meetings and other major events
- Distribute preliminary meeting notification via College website, O&G and Provincial Fellows ConneXion

➤ Budget (allow 12 months)

- Prepare budget estimates and cash flow, taking note of income streams such as registration fees, deposit requirements on venues etc.
- Review and update budget regularly and present at Provincial Fellows Committee meetings

➤ Administration (allow 12 months)

- Establish a computerised database for registrations, sponsorship and abstract management
- Present update reports to each Provincial Fellows Committee meeting
- Invite President and two representatives of Council to attend
- Process Registration forms and liaise with registrants regarding meeting requirements
- Manage receipt of Abstracts
- Liaise with ASM Secretariat to book College stand

➤ Venue (allow 12 months)

- Inspect suitable venues based upon the size of meeting, budget, location and meeting requirements (projected delegate number, exhibition space)
- Ensure accessibility to venue via public transport, taxis etc.
- Make booking with venue
- Coordinate management of facilities

➤ Event Program (allow 9 months)

- Select suitable speakers
- Prepare a provisional program – present to Provincial Fellows Committee
- Apply to all relevant colleges (RANZCOG, RACGP and ACRRM) for recognition as an approved CPD activity
- Advertise 'Call for abstracts'
- Co-ordinate audio-visual, entertainment, functions, workshops etc.
- Liaise with speakers regarding requirements and meeting specifics

➤ Social Programs (allow 9 months)

- Develop a social program, including itineraries and events
- Organise programs for accompanying persons

➤ Accommodation (allow 8 months)

- Investigate availability of accommodation for delegates close to venue
- Negotiate and book room blocks

➤ Promotion (allow 6 months)

- Distribute preliminary notification to Provincial Fellows
- Design and distribute promotional material and registration brochure

➤ Sponsorship (allow 4 months)

- Prepare list of potential sponsors
- Prepare a sponsorship prospectus or invitation to sponsor letter
- Target sponsors and send prospectus
- Purchase satchels and have sponsor logo printed (if sponsorship has been received)
- Communicate bump-in and bump-out times (set up/pack up) and other meeting requirements to Sponsors

➤ Event Supplies (allow 2 months)

- Purchase all materials required for the meeting eg name tags
- Order satchel inserts and pack satchels

➤ Final Confirmations (allow 2 months)

- Confirm registrations including workshops, accommodation and social programs
- Confirm final delegate number to venues
- Release unwanted hotel rooms
- Confirm catering numbers
- Confirm AV and meeting room set-up/ requirements

➤ Post Event

- Prepare final costs and budget report
- Final report, including final budget report and summary of delegate/industry evaluation questionnaires presented at next Provincial Fellows Committee meeting
- Send acknowledgements and thanks to speakers, suppliers, venues and sponsors based on thank you letters from recent RANZCOG ASM