



Infection Prevention Society

Incorporating the ICNA

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Signature(s):

## 1. Purpose/Background

1.1 The annual IPS conference provides the opportunity to access a range of professional development opportunities including developing knowledge, observing the latest innovations and promoting networking. Accordingly as part of the educational remit of IPS the Society underwrites a number of funded places for members to attend conference, either through central or Branch sponsorship, where sponsorship may not be available from other sources. The Society provides a number of centrally funded places and each branch also sponsors members to attend.

1.2 This Standard Operational Procedure describes the process for application and award of central and branch funded places and identifies the contribution that those accepting funded places will make to conference.

## 2. Responsibilities

2.1 Each Branch is responsible for determining the relevant costs paid for from Branch funds. The Honorary Secretary in liaison with the Honorary Treasurer is responsible for determining the relevant costs paid for from central funds.

2.2 The Branch Co-ordinators and the Honorary Secretary are responsible for informing applicant of their achievement or non achievement in obtaining sponsorship within 2 weeks of the closing dates.

2.3 Each branch and the Honorary Secretary are responsible for ensuring Branch and nationally funded members are aware of the expectations within this procedure. Any additional expectations requested by the individual Branches should be highlighted as appropriate locally.

2.3 A member of the Scientific Programme Committee (SPC) is responsible for liaising with the Branch Co-ordinators and the Honorary Secretary in order to contact the members who have received branch or central and sponsorship. The SPC member will approach the Branch and nationally funded delegates to invite members to participate in the running of Conference and promote the advantages this participation offers to both new and existing members.

### 3. Procedure

3.1 Branch sponsorship must be sought in the first instance, if unsuccessful national sponsorship can be applied for.

3.2 Preference will be given to those members who have not received previous conference sponsorship in the preceding 3 years (branch or national sponsorship).

3.3 To apply for a **Branch** funded place, the member must;

- Be an existing full member or associate member of the IPS and have held membership for the previous 12 months (see IPS website for definition of full and associate membership)
- Present a signed letter to the branch secretary by May 15<sup>th</sup> formally requesting sponsorship. The letter must contain the membership number, joining date (MM/YYYY), contact details and information to support the application i.e. branch meetings personally attended in the previous 12 months, members of your team you have supported to attend in the previous 12 months, involvement in branch activities
- The letter of application must be accompanied by a letter to the Branch secretary formally requesting sponsorship. The letter must be on organisation headed paper and contain the membership number, joining date (MM/YYYY), contact details and information to support the application i.e. Branch meetings personally attended in the previous 12 months, members of the individuals team they have supported to attend meetings in the previous 12 months, involvement in branch activities.
- Present a signed letter from the employer explaining the financial reasons why the Branch is being approached for sponsorship. This letter must be on organisation headed paper.

3.4 To apply for a **centrally** funded place the member must fulfill the criteria as above and provide the same evidence plus show evidence of applying for Branch funds; this information should be sent to the IPS Honorary Secretary. A letter from the Branch Coordinator/Treasurer explaining the reason for refusal of Branch sponsorship must accompany the letter of application. If the application is supported, the member must inform the Branch coordinator that a place has been funded centrally. This should be recorded at Branch level to prevent duplicate applications.

3.5 Selection criteria:- Success in an application for sponsorship will be decided upon by either a Branch review panel for Branch awards, or the Honorary Secretary and Chair of the SPC for central awards. The merits of the individual application will be decided upon based on the written application.

3.6 Six weeks prior to conference a member of SPC will approach the Branch and nationally sponsored delegates to provide a brief CV and personal development objectives for conference attendance in order to influence the allocation of appropriate tasks and personal development opportunities.

3.7 According to previous experience and development needs, the SPC member will agree with the sponsored delegate to contribute to conference in at least one of the following areas however these are not exhaustive and other duties may be required;

- Assist in the manning of the IPS stand at conference
- Chairing sessions (or acting as back up chair persons)
- Assisting in poster walk organisation
- Shadow or participate in free paper and poster judging
- Exhibitor stand judging
- Presenting on the Care Home free drop in sessions

3.8 The SPC member will provide information to the delegate on the above roles and provide support as appropriate and the funded delegate will inform the SPC member if they are unable to fulfil their agreed role at conference.

3.9 All delegates who receive funded places are expected to feedback their experience at their Branch meeting. All delegates who receive funded places are expected to feedback their experience at their Branch meeting. The Branch may elect one session that the member is to attend and provide feedback.

#### **4.0 Approval and sign off**

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