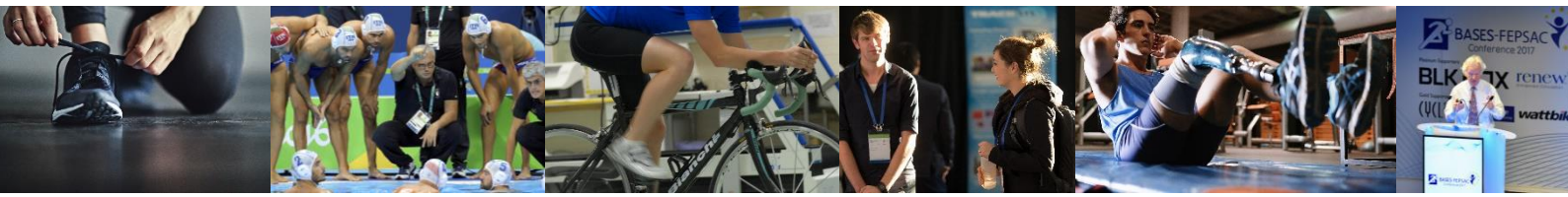
A Guide to Hosting a CASES Workshop



"Promoting excellence in sport and exercise sciences"

Introduction

The CASES Divisional CPD Representative in conjunction with the CASES Office is responsible for considering workshop proposals and the development of the CASES CPD programme. A workshop is defined as a training session, which emphasises interaction, problem-solving, hands-on exercises, and requires the involvement of the delegates.

These guidelines will help you to develop a proposal to run a CASES workshop and ensure that CASES has the necessary information required to consider the proposal. Please note that receipt of a proposal by CASES does not automatically mean that the workshop will run. The proposal will be considered as detailed below and the organiser will be contacted when a decision has been made.

For enquiries regarding hosting a CASES workshop, please email enquiries@cases.org.uk.

Completing the Necessary Forms

Workshop proposals can only be considered on receipt of a completed "Hosting a CASES Workshop Form" and a Workshop Programme Outline

Hints and Tips

CASES has put together the following checklist as a result of delegates feedback:

Organisation:

- Are the tables arranged in a way to encourage interaction between delegates and presenters?
- Are there windows or is there air conditioning in the room?
- Have you checked for disabled access at the venue?
- Are there blinds or curtains to block sunlight?
- Have you got handouts, USB's or DVDs as resources for the delegates?
- Have you checked the equipment is in working order?
- Has the laboratory been risk assessed? (where applicable)

For virtual workshops:

- Do you have a suitable platform that will allow sufficient interaction and connectivity.
- Do you have suitable internet connectivity to deliver the workshop

- Do you have someone who could offer technical support during the workshop.

Delivery:

- Will slides/resources be available on the day/emailed after the workshop?
- Have you provided a key references for delegates to read before the workshop?
- Have you factored in time for group discussions/interactive content?
- Have you got real life examples to use?
- Have you got too much content to fit into the day's sessions?

Delegate Fees, Host Workshop Fees and Costs to CASES

Delegate fees

1-day workshops:	£100.00 CASES members
	£150.00 non members
2-day workshops:	£200.00 CASES Members
	£250 Non-members
½ day workshops	£50.00 CASES members
	£75 Non- members

Host Workshop Fees

Payment for CASES Division workshops will be taken via the CASES website when bookings are made. The workshop host will be paid 80%* of the total income taken from attendance fees. The host/organiser is then responsible for covering all costs incurred in the hosting of the event, including venue costs, catering & refreshments and presenter fees/expenses. CASES retains 20% of income after costs to cover administration, booking and staff costs.

*CASES will retain a minimum of £200 to cover administrative costs, therefore if attendance fee income is less than £1,000 (i.e. less than 10 delegates for a full day workshop), the host will receive the total attendance income, minus £200.

Fixed costs may include:

- Presenters' preparation and delivery time
- Presenters' travel
- Facilities
- Refreshments for presenters.

Variable costs may include:

- Delegates' coffee, tea, mineral water, biscuits
- Delegates' lunch
- Photocopying.

The workshop organiser(s) is responsible for costing the workshop to ensure that it can be run on a financially viable basis. To assist you with your costings, see example "Income and Expenditure CASES Workshop Form" (p.11). It is recommended that you complete the form to ensure that your costings are realistic.

Costs to CASES

The remaining income from delegate fees is retained by CASES to cover the financial costs associated with running the workshop programme (i.e. administrative costs, office costs, website development, certificates, folders, postage and packaging, etc.)

Workshop Cancellation Policy

Workshops require a minimum number of delegates to run. The minimum number will be displayed within the workshop programme. If a workshop is to be withdrawn, this will be done no later than 10 working days prior to a face to face workshop date and 5 working days prior to a virtual workshop date.

Confirmation of numbers will be provided to presenters 10 working days prior to a face to face workshop and 5 working days prior to a virtual workshop. Presenters may not withdraw a workshop any earlier than this date to enable the maximum amount of time for delegates to book onto a workshop.

Presenters

The presenter(s) need to be experienced presenters and facilitators and have specialist knowledge, i.e., the workshop topic should be one in which they have devoted much time and in which they are highly skilled and possess detailed knowledge of. The presenter(s) should ideally be a CASES member and CASES Accredited. It is recognised that under

certain circumstances presentations from people outside CASES or with other professional expertise may be useful and stimulating. Such circumstances will be considered on a case-by-case basis.

Timing

Workshops should normally run from 10am–4pm, with an hour lunch break.

Point to note:

- Avoid CASES Annual and Student Conferences and try to avoid clashing with other sport science conferences & sporting events
- Avoid Christmas/new year period
- If possible try to link to other workshops/conferences by running directly before or after event

There are two main 'CPD periods' in the year – Spring/Summer (Feb– June) and Autumn/Winter (Sept - Jan) that have proved successful in the past but have some flexibility.

The Role of CASES in co-ordinating the Workshop

Advertising: Workshops will be advertised to members via the CASES website, www.Cases.org.uk, Social Media (Facebook, Twitter), The Sport and Exercise Scientist and the monthly e-newsletter.

Workshop organisers are advised to advertise the workshop via their own advertising outlets thereby encouraging people to join CASES.

Administration: CASES will process delegate applications and payment. Pre-workshop information (course details, delegate list, maps and other relevant details) will be sent out electronically from the CASES Office. One week prior to the workshop CASES will send the lead organiser the delegate packs (CASES folders, evaluation forms, certificates of attendance & pens) and a delegate list/ register. The delegate list is also e-mailed to the organiser once workshop is finalised highlighting any dietary/other requirements.

Workshop Evaluation

CASES is committed to delivering high quality training and education opportunities to the membership. In order to do this the quality of workshops will be assessed by an evaluation form (see example, p.12) or an online feedback survey. Attendees will be asked to complete an evaluation form in return for a certificate of attendance. Organisers should then forward the completed evaluation forms to the CASES Office for collation. An evaluation summary report will be made available to all relevant parties.

The Workshop Proposal Review Process

- If you wish to host a workshop, then you are advised to contact the relevant Divisional CPD Representative. Names and contact details are listed at http://www.cases.org.uk/The-Divisions
- The representative should be able to advise on whether s/he thinks the workshop topic area is one of interest and it is worth submitting a formal proposal (Appendix 1: Hosting a CASES Workshop Form and a workshop programme outline)
- The formal proposal will be considered within the context of both the individual workshop proposal and the overall workshop programme. The following points need to be addressed:
- The programme is likely to be of interest to CASES members.
- The presenters are well qualified to deliver the programme.
- The programme has adequate interactive content.
- The overview in appendix 1 is written in a style appropriate for promotional purposes.
- The overall workshop programme is balanced and the scheduling of workshops is appropriate.

Based on the considerations above, the possible outcomes are:

- Accept
- Defer to the either the next 6-month workshop programme or to the following year
- Not accept.

Responsibilities of CASES

- Provide on-going support and guidance regarding hosting a CASES workshop.
- Provide a CASES PowerPoint slide template for all presenters to use.
- Receive and process workshop bookings and payments
- Send out pre-workshop information to delegates, e.g., course details, delegate list, maps and other relevant details.
- Provide updates on number of delegates.
- Provide delegate packs.
- Provide certificates of attendance.
- Act as a central contact point for all changes of workshop programme.
- Collate and distribute a summary of the evaluation forms to relevant parties.
- Inform the organiser(s) if CASES wishes to re-run the workshop.
- Inform the organiser(s) of the host workshop fee that the organiser(s) need to invoice CASES for.
- On receipt of the invoice from the organiser(s), pay the hosts the host workshop fee.

Responsibilities of the Organisers

At the Outset:

- To establish the financial viability including fixed and variable costs, use the "Income and Expenditure CASES Workshop Form" (see Appendix 2).
- Complete and return the "Hosting a CASES Workshop Form" (see Example, p.8) and a Workshop Programme Outline (see Example, p.10).
- Book venue, catering, AV's and presenters, etc.
- Advertise the workshop via own advertising outlets.
- Determine if slides will be available on the day for delegates/emailed out after the workshop or not made available

At Least Two Weeks Prior:

- Develop resources for delegate packs (e.g., PowerPoint handouts of presentations, recommended reading list, useful resources etc). Please note that it is expected that

PowerPoint handouts (3 slides per page) of all presentations are included in the delegate packs. As a CASES workshop, presentations should use the CASES PowerPoint slide template.

One Week Prior:

- Check venue, catering and AV bookings. For virtual workshops check workshop hosting platform
- Check with the CASES Office the delegates confirmed attending. Check and make provision for any special needs, e.g., access, loops etc.
- Notify the CASES office of any amendments etc.

On the Day:

- Organise a registration desk, distribute attendee badges and delegate packs.
- Ensure parking, registration and meeting room are clearly signed.
- Take a register.
- Management of the day, housekeeping and safety issues, introducing presenters, changes to timetable etc.
- At the conclusion distribute the evaluation forms.
- Distribute certificates of attendance on receipt of the completed evaluation form.

For virtual events:

- Ensure you have someone to provide technical support.
- Only admit delegates from the delegate list into the workshop
- Ensure delegates understand how to ask questions using the workshop hosting platform.
- Set up breakout rooms where appropriate.
- Remind delegates of the Feedback survey that will be sent via email following the workshop.

One Week After:

- Send completed evaluation forms to the CASES Office.
- Send an invoice to the CASES Office for the host workshop fee once the office has informed them of this amount. Please indicate who this is payable to.

Examples

Example 1: Hosting a CASES Workshop – Completed Form

Workshop Title:

Do Your Athletes Follow Your Intervention Recommendations? Ways To Improve Adherence

Dates:
Wednesday 21 April 2007 **(Preferred)**
Friday 23 April 2007 **(Second choice)**

Time:
10am – 4pm

Venue 1:
Maynard Building. Department of Exercise and Sport Science, Alsager Campus, Manchester Metropolitan University, Cheshire, Hassall Road, Alsager, Cheshire, ST7 2HL
Venue 2:
Sport Science Building, St. Mary's University College, Waldegrave Road, Strawberry Hill,TwickenhamTW1 4SX

Who Should Attend:
Practitioners, physiologists, psychologists, those working with athletes, coaches, strength and conditioning coaches, those wishing to change athlete behaviour.

Other Comments:

Cost: £100 CASES members, £150 non members (to include one years complimentary membership)

Comments from Previous Delegates:
Really good workshop. Carefully planned. High quality content. "How to do x and y". The workshop gave us "tools" to work with.

Excellent workshop due to its relevance, practical guidelines and tools.

Overview:
Are you spending time prescribing interventions and then finding your athletes are not following the intervention? This workshop outlines many of potential problems with adherence, the determinants of adherence and the relevance of existing theories to inform the development and implementation of interventions with appropriate support programmes. Case studies of successful interventions will be shared and delegates will be given the opportunity to develop action plans for their own cases.

Learning Outcomes:
This workshop aims to assist delegates to:

- demonstrate a sound knowledge of the scientific literature on adherence
- be able to identify the adherence problem
- be able to identify adherence barriers and facilitators
- be able to use theory to inform effective support practice
- be able to critically evaluate the efficacy of current practice regarding changing adherence behaviour
- be able to develop an action plan to improve adherence.

Presenters:
Prof ZZ is currently the Head of the Department of Exercise and Sport Science at Manchester Metropolitan University. He has worked in applied sport science since 1988 managing sport science service provision on behalf of the England Netball and the English Lacrosse Union. He is a CASES Accredited Sport and Exercise Scientist. He was invited to conduct an interdisciplinary review focusing on research priorities by the CASES Sport Science Research Programme Committee.
Prof YY is currently the Head of the Department of Exercise and Sport Science at St Mary's University College. He has worked in applied sport science since 1988 managing sport science service provision on behalf of the England Netball and the English Lacrosse Union. He is a CASES Accredited Sport and Exercise Scientist. He was invited to conduct an interdisciplinary review focusing on research priorities by the CASES Sport Science Research Programme Committee.
Dr XX is currently the Sport Science Manager for England Netball. She has 10 years experience working as an applied sport scientist with elite athletes. She is a CASES Accredited Sport and Exercise Scientist (Psychology - Scientific Support). In 2000 she completed her PhD entitled "Fitness Training Adherence of Elite Netball Players". In recent years she has successfully demonstrated the ability to impact upon training adherence with both England Netball and the England Senior Women's Hockey Squad.

Workshop Programme: Attached

Map and Directions:
MMU: http://www.cheshire.mmu.ac.uk/home/aboutus/location/index.php
St Mary's: http://www.smuc.ac.uk/contact/directions.htm

On Arrival:
MMU: Please park in the main car park and report to reception. The workshop will be held in the Maynard Building.
St Mary's: Parking costs £3 in the Park Lane car park.

Local Accommodation: MMU: The Manor House Hotel http://www.manorhousealsager.co.uk/
St Mary's UC:

Workshop lead Contact Details:
Prof YY, YY@mmu.ac.uk

Contact Number on the Day:
0161 247000 (reception) and/or presenters mobile

Minimum and Maximum Number of Delegates: 10 (min), 40 (max)

Example 2: Workshop Programme Outline

Basic Electrocardiography (ECG): Practical skills and an introduction to interpretation

Wednesday 13 June 2006, 10am – 4.15pm

Physiology Laboratories, Henry Cotton Campus, Liverpool John Moores University

09.30 -10.00	Arrival and refreshments
10.00 -10.20	Welcome, introduction and scene setting Prof Keith George
10.20 - 11.00	**What is an ECG and when would it be useful?** **How to prepare someone for a 12-lead ECG** Dr Paul Bromley
11.00 - 11.30	**Practical – Prepare others for a 12-lead ECG (skin preparation, lead placement)** Dr Rob Shave/Prof Keith George
11.30 -11.45	Break
11.45 -12.15	**Collecting a 12-lead ECG** Dr Paul Bromley **Practical – attachment to and attainment of a 12-lead ECG (basic skills)** Dr Rob Shave/Prof Keith George
12.15 - 1.00	**So what have you got?** Prof Greg Whyte **Practical – simple assessments of cardiac rate and electrical axis** Dr Rob Shave/Prof Keith George
1.00 - 1.45	Lunch
1.45- 2.45	**The assessment of cardiac rhythm and other components of the ECG** Prof Greg Whyte **Practical – spotting rhythms in real time (ECG generator)** Dr Rob Shave/Prof Keith George
2.45 - 3.00	Break
3.00 - 3.30	**What to look for in an exercise referral and rehabilitation setting** Dr Paul Bromley
3.30 – 4.00	**What to look for in athlete assessment** Prof Greg Whyte
4.00 – 4.15	Workshop evaluation and certificate distribution Thanks and depart.

Example 3: Income & Expenditure – Completed Form

(not required in CASES office – example shown for your own budgeting information)

Expenditure	£	£
Fixed Costs		
Presenter 1 name	250	
Presenter 2 name	200	
Presenter 1 name - travel	-	
Presenter 2 name – travel	-	
Facilities	-	
Refreshments for presenters	**20**	
Total Fixed Costs		470
Variable Costs		
Delegates' coffee, tea, mineral water, biscuits		
Delegates' lunch		
Total cost per head for refreshments (~<£10) = £10		
Photocopying	-	
Total Variable Costs [based on 10 delegates]		
Vat @ 20% (if appropriate)		
Total Expenditure		
Income		
Delegate fees [£80 X delegates]		
Total Income		
Surplus		

Calculation to determine number of attendees required (this figure should not normally exceed 10):

Number of delegates needed to cover fixed costs:

£470 [total fixed costs] divided by (£80 [delegate fee]-£10 [cost of refreshments]) =
£470 divided by £50 = ~10
Therefore, 10 attendees are required to make the workshop break even.

Example 4: Workshop Evaluation Form (as given out to delegates)

CASES Workshop Evaluation Form

CASES is committed to developing and improving your practice as a sport or exercise scientist. In order to discover whether this workshop was of benefit to attendees and to improve it if necessary, CASES would be very grateful if you could complete this evaluation form. Only CASES Office Staff will see your individual forms. A summary of the workshop evaluation forms will be distributed to the workshop host and the divisional representative. Storage and use of the data is in accordance with the provisions of the Data Protection Act 1998. Thank you for attending the workshop, taking the time to complete this evaluation form and supporting the CASES workshop programme.

WORKSHOP TITLE:	
PRESENTERS:	
DATE:	
VENUE:	

What were the strengths of this workshop?

Do you have any recommendations to improve the quality or effectiveness of this CASES workshop?

In General:	*(Please tick one)*			
Did you enjoy this workshop?	YES	☐	NO	☐
Do you think the workshop provided good educational value for money?	YES	☐	NO	☐
Would you attend another CASES workshop?	YES	☐	NO	☐

What is your CASES membership category? *(Please tick one)* Professional ☐ Graduate ☐ Affiliate ☐ Student ☐ Overseas ☐

Accredited/ Supervised Experience? *(Please tick one)* CASES Accredited ☐ CASES Supervised Experience ☐

Neither ☐