

## EVENTS HUB

Organiser Playbook

# CPD Courses

## Single and Short-Series Continuing Professional Development Events

Everything you need to plan, deliver and certify a CPD event. Covers CPD approval, content standards, certificate issuance, and evaluation. Designed for Education Officers and CIG chairs running CPD as part of their clinical interest group remit.

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## About This Playbook

CPD events are the engine of ISCP's education programme. CIGs run the majority of ISCP's CPD activity — journal clubs, clinical update webinars, skills workshops, and study days. This playbook makes sure every CPD event you run meets the standard members expect and ISCP requires.

### WHAT QUALIFIES AS CPD FOR ISCP MEMBERS?

- 1 **Structured learning activity with defined learning outcomes**  
Not all meetings qualify. The activity must have stated learning objectives.
- 2 **Active participation — not passive observation**  
Watching a recorded lecture without structured reflection does not always qualify.
- 3 **Minimum 1 hour for 1 CPD credit (ISCP standard)**  
Confirm the exact credit allocation with PDU before promoting — do not guess.
- 4 **Facilitator must have relevant expertise**  
The facilitator does not need to be an ISCP member but must have verifiable expertise

### BEFORE YOU PLAN: CHECK WITH PDU

Contact [professionaldevelopment@iscp.ie](mailto:professionaldevelopment@iscp.ie) before designing your CPD event. PDU can confirm: CPD hours applicable, whether the format qualifies, any registration requirements, and whether ISCP can support the promotion. This prevents you designing an event that does not meet ISCP CPD standards.

### CPD EVENT FORMATS THIS PLAYBOOK COVERS

- 1 **Clinical update webinar (online)**  
1–2 hour online session. One or two speakers presenting on a clinical topic with Q&A.
- 2 **Journal club**  
Discussion-format session reviewing recent research. Typically 1–1.5 hours. Low cost,
- 3 **Skills workshop (in person)**  
Hands-on practical session. Requires appropriate space, equipment, and capped partici
- 4 **CPD study day**  
Half or full day combining multiple CPD sessions. Managed as a single event with a pr

# CPD Planning Checklist

## 8 WEEKS BEFORE THE CPD EVENT

- 1 Confirm topic and learning outcomes with your committee**  
What will participants be able to do or understand after this session that they could
- 2 Identify and confirm your speaker(s)**  
Get written confirmation of availability before promoting the event.
- 3 Confirm CPD hours with ISCP PDU**  
professionaldevelopment@iscp.ie — include event format, duration, and learning outcome
- 4 Book platform (Zoom/Teams) or venue**  
For online: confirm Zoom licence with PDU. For in-person: contact admin@iscp.ie for v
- 5 Set participant limit based on format**  
Journal clubs: 15–25. Clinical webinars: open. Skills workshops: 12–20 maximum.
- 6 Set member and non-member pricing**  
Present to committee for approval. Include ISCP student rate if applicable.

## 4 WEEKS BEFORE THE CPD EVENT

- 1 Open registration and publish on ISCP website**  
Submit event details to PDU — not directly to the website yourself.
- 2 Issue save-the-date email to your CIG member list**  
Use the Email Template Library — Save-the-Date template.
- 3 Brief speaker in writing with Speaker Briefing Pack**  
Include audience profile, CPD context, format, AV needs, slides deadline.
- 4 Request ISCP social media and ezine promotion**  
Email communications@iscp.ie — at least 2 weeks before publication date.

## 1 WEEK BEFORE THE CPD EVENT

- 1 Confirm registration numbers and close if at capacity**
- 2 Send event reminder with joining instructions to all registered participants**  
Include Zoom link, dial-in number as backup, and what to prepare if there is pre-read
- 3 Receive and review speaker slides**  
Slides due 5 days before. Check for legibility, branding, and timing fit.
- 4 Prepare attendance sign-in process**  
Online: use Zoom registration report or a Google Form. In person: paper sign-in sheet
- 5 Test full technical setup**  
Zoom, slides, screen share, recording. Do not test on the day of the event.

# Content and Speaker Standards

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1

**All stated learning outcomes must be addressed in the session**

If the promotional material says participants will learn X, the session must cover X.

2

**Speaker credentials verified before promoting their name**

Do not name a speaker publicly until their participation is confirmed in writing.

3

**Clinical content must be evidence-based**

For clinical update webinars, ask speakers to reference guidelines and recent literat

4

**Interactive element in sessions over 60 minutes**

Poll, Q&A, case discussion, breakout. Passive listening for over an hour is not effec

5

**Slides submitted to organiser before event**

Not sent directly to participants — organiser holds master copy and distributes after

6

**Recording consent confirmed before starting**

Record only if all speakers and participants have consented. State this in your house

## Promotion and Registration

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1

**Event title includes CPD hours: 'MSK Update Webinar — 1.5 CPD Hours'**

Members make attendance decisions partly on CPD value. State it clearly and early.

2

**Registration page includes: date, time, format, platform, learning outcomes, CPD**

All information upfront — no surprises at registration.

3

**Cancellation and refund policy stated at registration**

Standard: full refund up to 2 weeks before, no refund after. State clearly.

4

**Confirmation email sent automatically on registration**

Include: event details, joining instructions, what to prepare.

5

**Reminder email sent 1 week before and day before**

Use Email Template Library. 1-week reminder includes full joining instructions.

# Delivery Checklist

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1

**Housekeeping at the start: CPD hours, recording status, Q&A format**

\*This session qualifies for 1.5 CPD hours. We are recording today — consent was confi

2

**Attendance captured at start — not at the end**

Online: Zoom registration report + attendee list at end. In person: sign-in sheet at

3

**Time-keeping enforced — speaker has clicker or is signalled at 5 min remaining**

4

**Q&A managed by organiser — not the speaker**

Organiser reads chat questions, speaker answers. Keeps it efficient.

5

**Recording stopped before any off-the-record discussion**

6

**Feedback QR code displayed on final slide**

Use Feedback Survey Template from Downloads Library.

## Certification and Post-Event

CPD certificates are issued by ISCP PDU — not by the organising committee. Submit your attendance list and event details to PDU within 5 working days. Participants cannot be issued certificates if they are not on your attendance list.

- 1 Submit attendance list to PDU within 5 working days**  
 Include: event name, date, CPD hours confirmed, full list of attendees with email add
- 2 Send thank-you and recording link to all attendees**  
 Use the Post-Event Thank You email template. Include CPD hours confirmed.
- 3 Upload recording to ISCP Vimeo — contact [communications@iscp.ie](mailto:communications@iscp.ie)**  
 Set access to password-protected. Share password with registered attendees only.
- 4 Send 3-question feedback survey within 48 hours**  
 Strike rate drops sharply after 48 hours. Send it while the event is still fresh.
- 5 Complete Post-Event Report and submit to PDU**  
 Even for small CPD events, a brief report helps PDU track CIG activity and support fu

### SHARED TEMPLATES — AVAILABLE FOR ALL EVENT TYPES

#### Run-of-Show Template

Use for any event. A4 landscape timeline grid with time slots, who is responsible, wh  
[/downloads/shared/ISCP\\_Run\\_of\\_Show\\_Template.pdf](/downloads/shared/ISCP_Run_of_Show_Template.pdf)

#### Event Budget Planner

Excel spreadsheet with four tabs: event budget, income and expenditure, break-even ca  
[/downloads/shared/ISCP\\_Event\\_Budget\\_Planner.xlsx](/downloads/shared/ISCP_Event_Budget_Planner.xlsx)

#### Technical Setup Guide

Step-by-step setup for Zoom, Microsoft Teams, and hybrid events. Includes common faul  
[/downloads/shared/ISCP\\_Technical\\_Setup\\_Guide.pdf](/downloads/shared/ISCP_Technical_Setup_Guide.pdf)

### ISCP CONTACTS — WHO TO CALL FOR WHAT

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| <b>Professional Development Unit</b><br>Events, Zoom access, CPD certification, registration queries | <a href="mailto:professionaldevelopment@iscp.ie">professionaldevelopment@iscp.ie</a> |
| <b>Communications Team</b><br>Social media promotion, ezine listings, Vimeo uploads, recordings      | <a href="mailto:communications@iscp.ie">communications@iscp.ie</a>                   |
| <b>ISCP HQ — Administration</b><br>Venue payments, credit card authorisation, general queries        | <a href="mailto:admin@iscp.ie">admin@iscp.ie</a>                                     |
| <b>ISCP Website</b><br>Event listings on iscp.ie, member portal, online CPD                          | <a href="http://www.iscp.ie">www.iscp.ie</a>   |