

## EVENTS HUB

Organiser Playbook

# Cross-Committee Events

## Joint Events Between Two or More ISCP Committees or CIGs

The organiser guide for events planned and delivered across multiple ISCP Clinical Interest Groups, Employment Groups, or internal units. Covers shared ownership, joint budgeting, and coordination across committees.

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# About This Playbook

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**Cross-committee events are powerful for members — they create unusual combinations of expertise and extend reach beyond a single CIG's audience.** But they introduce coordination complexity that single-committee events do not have. Shared ownership of a budget, shared mailing lists, and two sets of committee approvals all need explicit agreement upfront.

## WHEN TO USE THIS PLAYBOOK

- 1 Two CIGs co-hosting a webinar or study day**  
E.g., MSK and Neurology CIGs co-hosting a session on neurological rehabilitation.
- 2 A CIG and PDU jointly running a course**  
Where PDU is involved in delivery as well as administration.
- 3 Multiple CIGs contributing to a thematic conference**  
Each CIG owns one stream or session within a larger programme.
- 4 A CIG and an Employment Group running a joint event**  
Combining clinical interest and employment context — e.g., a session on private practice.

## THE MOST COMMON CROSS-COMMITTEE PROBLEMS — AND HOW TO AVOID THEM

- 1 No named lead — 'we are all responsible' means no one is**  
Name one lead organiser from one committee. Others are contributors, not co-leads.
- 2 Budget split agreed verbally and then disputed**  
Agree in writing how costs and income are split before spending anything.
- 3 Mailing lists not shared until too late**  
Agree at the first meeting which lists will be used and who sends what.
- 4 Conflicting branding between committees**  
All external communications use ISCP branding only — not individual CIG branding.

# Setting Up Shared Governance

- 1 **Appoint one named lead organiser from one committee**  
This person is the single point of contact. They make the day-to-day decisions.
- 2 **Define the contributing role of each committee in writing**  
Who owns: content, promotion, registration, finance, post-event reporting?
- 3 **Agree a shared decision-making process**  
What happens if the two committees disagree? Who has the casting vote? The lead organ
- 4 **Set up a shared working folder or channel**  
All event materials in one place accessible to both committees from day one.
- 5 **Schedule one joint planning meeting per month**  
Not ad hoc. A standing monthly meeting until the event is delivered.
- 6 **Get committee chair sign-off from each involved CIG**  
Before any public announcement — confirm each chair is aligned on format, scope, and

## PLANNING AND BUDGET COORDINATION

- 1 **Build one budget for the whole event — not one per CIG**  
Use the Budget Planner template. One document, one owner, accessible to both committee
- 2 **Agree budget split before spending anything**  
e.g., 'Costs split 60/40 based on expected audience share.' Agree and document before
- 3 **Agree income split — who receives and manages registration income**  
Typically the lead CIG holds the income and distributes after the event. Confirm with
- 4 **Venue: one committee takes responsibility for booking and invoice**  
Do not split venue booking across committees. One name on the contract.
- 5 **Speaker fees: agree upfront which budget covers them**
- 6 **PDU charges: clarify if any PDU support services will be charged to either CIG b**  
This was a frustration raised in the ISCP event survey. Clarify at the start.

# Communications and Delivery

All external communications go from one send address. Members should not receive two separate emails about the same event from two different CIGs. Agree one sender and use joint CIG mailing lists, not separate lists sending separately.

- 1 **All promotional emails sent from one CIG email — not both**  
Coordinate lists so members are not emailed twice about the same event.
- 2 **Branding: ISCP branding throughout. No individual CIG branding on external mater**
- 3 **Registration managed by lead CIG via ISCP website**  
Do not split registration — one registration page, one waitlist, one confirmation ema
- 4 **On the day: introduce both committees in housekeeping**  
'This event is a collaboration between the MSK CIG and the Neurology CIG.'
- 5 **Post-event report submitted by lead organiser covering both committees**  
One report, shared with both committee chairs before submission.
- 6 **Income and cost reconciliation completed and shared with all contributing commit**  
Within 3 weeks of the event.

## 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>   |