

## EVENTS HUB

Organiser Playbook

# Recognition Events

## Awards Ceremonies, Volunteer Celebrations, and Milestone Events

The organiser guide for ISCP events designed to recognise and celebrate members, volunteers, and contributors. Covers nomination processes, ceremony planning, recipient communications, and lasting recognition beyond the event.

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# About This Playbook

Recognition events are among the highest-impact activities ISCP can deliver. A named award, a public citation, a certificate presented in front of peers — these cost very little and return disproportionate goodwill. Volunteers who feel seen stay involved. Volunteers who feel invisible do not.

## EVENTS THIS PLAYBOOK COVERS

- 1 CIG Organiser of the Year Award**  
Annual award recognising the volunteer who went furthest above and beyond. Nomination
- 2 Volunteer appreciation events**  
Informal or semi-formal celebrations for committee members, outgoing chairs, long-ser
- 3 Milestone recognitions**  
Retirement from committee, 10-year membership, graduation ceremonies.
- 4 Fellowship or distinguished membership announcements**  
Formal recognition of sustained contribution to ISCP or the profession.

## WHAT MAKES RECOGNITION LAND WELL

- 1 Specificity: name what the person actually did**  
'For planning 6 webinars in 12 months while working full time as a senior clinician'
- 2 Public acknowledgement: say it where others can hear it**  
Recognition in front of peers matters more than a private email.
- 3 Lasting record: something the recipient can keep**  
A certificate, a photograph, a named entry in the ISCP newsletter. Something tangible
- 4 Timeliness: recognise while the contribution is still recent**  
Do not recognise someone's work from two years ago. If it was worth recognising, reco

# Nomination, Selection and Ceremony

## RUNNING A NOMINATION PROCESS

- 1 Publish nomination criteria clearly and specifically**  
Not 'outstanding contribution' — 'organised at least 3 events in the past year, in a
- 2 Make nomination easy: a simple form, not a long essay**  
A form asking for: nominee name, what they did, why it matters. No longer than one pa
- 3 Give at least 4 weeks for nominations to come in**  
Shorter windows produce fewer nominations from busy clinicians.
- 4 Acknowledge every nomination received**  
The nominator put effort in. Confirm receipt within 48 hours.
- 5 Communicate the decision timeline before nominations open**  
'Nominations close 30 April. Winner announced at the Annual Conference on 14 June.'
- 6 Notify the winner privately before any public announcement**  
Never publicly announce a winner before they have been informed and consented to bein

## CEREMONY AND PRESENTATION

- 1 Build the presentation moment into the programme — not an afterthought**  
Not 'any other business.' A named slot with sufficient time to do it properly.
- 2 Prepare a citation: read aloud, specific, 3–4 sentences maximum**  
'[Name] organised six CPD webinars in 2025, attracting over 340 attendees across all
- 3 Certificate printed and ready — not 'we will email it later'**  
Present the certificate at the event. If online, post it within 3 working days.
- 4 Photograph or record the moment**  
Ask permission. Share the image on ISCP channels with the recipient's consent.
- 5 Announce in ISCP newsletter and social media after the event**  
Contact [communications@iscp.ie](mailto:communications@iscp.ie) with citation text and photo within 48 hours.

## 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

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