

Single Committee Events

Webinars, Study Days, Journal Clubs and AGMs

The everyday organiser guide for ISCP Clinical Interest Groups and Employment Groups. Covers the full event lifecycle — planning, promotion, delivery and follow-up — for the events your committee runs most often.

Contents

1	About This Playbook	Page 3
2	Before You Start — Key Decisions	Page 4
3	8-Week Planning Checklist	Page 5
4	Webinars — Setup and Delivery	Page 6
5	Study Days — In-Person Checklist	Page 7
6	Journal Clubs — Running the Discussion	Page 8
7	AGMs — Governance and Logistics	Page 9
8	Promotion — What to Use and When	Page 10
9	On the Day — Run Sequence	Page 11
10	Post-Event — Closing Out Properly	Page 12
11	Shared Templates and Downloads	Page 13
12	ISCP Contacts	Page 14

About This Playbook

This is the most used playbook in the ISCP Events Hub. Single committee events — webinars, study days, journal clubs, and AGMs — are the backbone of CIG activity. Most CIGs run three to five of these every year. This playbook covers all four formats in one place, with a shared planning checklist and format-specific sections for each.

EVENTS THIS PLAYBOOK COVERS

- 1 Webinar**
Online-only event. One or two speakers, live Q&A, typically 60–90 minutes. The most c
- 2 Study Day**
In-person half or full-day event. Multiple sessions or workshops in a single venue.
- 3 Journal Club**
Discussion-format session reviewing recent research. Small group, minimal admin, high
- 4 AGM (Annual General Meeting)**
Formal governance meeting. Constitutional requirements apply. Often combined with a s

HOW TO USE THIS PLAYBOOK

- 1 Start with the 8-Week Planning Checklist on page 5**
This applies to every event type. Work through it from the top.
- 2 Then go to your format-specific section**
Webinar (p.6), Study Day (p.7), Journal Club (p.8), or AGM (p.9).
- 3 Use the On the Day checklist (p.11) for every event**
It is the same regardless of format.
- 4 Use Post-Event (p.12) within 5 working days of every event**
CPD certificates, recording share, feedback survey. Do not leave this until it feels

Before You Start — Key Decisions

Answer these six questions before you do anything else. They determine every other decision — platform, promotion, registration, CPD hours, and budget. If you cannot answer all six, you are not ready to start planning.

- 1 What is the event format?**
Webinar, study day, journal club, or AGM. Each has a different setup process.
- 2 What is the date, start time, and duration?**
Confirm with your committee before anything is booked or promoted. Changing dates aft
- 3 Is this online, in-person, or hybrid?**
Online: confirm Zoom licence with PDU. In-person: room booking. Hybrid: both, plus a
- 4 What are the CPD hours — and has PDU confirmed them?**
Do not promote CPD hours you have not confirmed with professionaldevelopment@iscp.ie.
- 5 What is the maximum number of participants?**
Webinars: typically open. Study days: room capacity. Journal clubs: 15–25. AGMs: all
- 6 Is there a cost — and has your committee approved the pricing?**
Member rate, non-member rate, student rate. Get committee sign-off before registratio

WHO IS RESPONSIBLE FOR WHAT?

Every task needs one named owner — not 'the committee'. Before your first planning meeting, agree who owns: content and speakers, promotion and registration, platform or venue setup, and post-event follow-up. If it is not assigned to a person, it will not get done.

8-Week Planning Checklist

This checklist applies to every single committee event regardless of format. Print it, assign an owner to each item, and work through it in order. Tick each item only when it is confirmed — not when it is in progress.

8 WEEKS BEFORE

- 1 Confirm event format, date, time, and duration**
Get committee agreement in writing — an email thread is sufficient.
- 2 Confirm speaker(s) — written invitation sent and accepted**
Do not promote the event until speaker participation is confirmed.
- 3 Confirm CPD hours with ISCP PDU**
Email professionaldevelopment@iscp.ie with format, duration, and learning outcomes.
- 4 Book platform or venue**
Online: contact PDU for Zoom licence. In-person: book room and confirm AV available.
- 5 Set participant limit and pricing**
Committee approval before registration opens.

4 WEEKS BEFORE

- 1 Open registration via ISCP website — contact PDU to set up**
Do not build your own registration form.
- 2 Send save-the-date email to your member list**
Use the Email Template Library — Save-the-Date template.
- 3 Brief speaker in writing**
Audience profile, format, duration, AV setup, slides deadline, CPD context.
- 4 Request promotion via ISCP ezine and social media**
Email communications@iscp.ie — submit at least 2 weeks before publication.

1 WEEK BEFORE

- 1 Send full event reminder with joining instructions**
Zoom link, dial-in backup, what to prepare if there is pre-reading.
- 2 Receive and review speaker slides**
Check timing, legibility, and format. Save a copy — do not rely on the speaker's laptop.
- 3 Test full technical setup**
Run the full Zoom or AV test. Not on the morning of the event.
- 4 Prepare sign-in or attendance process**
Online: Zoom attendee report. In-person: paper sign-in sheet at door.
- 5 Prepare feedback survey link or QR code**
Use the Feedback Survey Template from the Downloads Library.

Webinars — Setup and Delivery

Webinars are the most common CIG event format and the one that causes the most technical stress. The fix is a full technical test 48 hours before — not the morning of. Read the Technical Setup Guide in the Downloads Library before your first webinar.

WEBINAR SETUP — BEFORE THE EVENT

- 1 Request Zoom licence from PDU at least 5 working days before**
professionaldevelopment@iscp.ie — do not assume your account has webinar capacity.
- 2 Schedule the meeting: title, date, time, registration on, waiting room on**
Enable automatic cloud recording at the same time.
- 3 Assign a co-host**
The co-host manages the waiting room, chat, and admits participants while you present
- 4 Test screen share from the presentation device**
Open slides, share screen, confirm resolution. Do this from the exact laptop being us
- 5 Send Zoom link to speaker with meeting ID and passcode**
Include a dial-in number as backup.
- 6 Prepare housekeeping slide**
Display while attendees are joining. Include: CPD hours, recording notice, Q&A format

WEBINAR DELIVERY — ON THE DAY

- 1 Open Zoom 30 minutes before start**
Admit co-host first, then speaker. Do not admit attendees until speaker is tested.
- 2 Start cloud recording before admitting attendees**
Confirm the red recording dot is visible.
- 3 Display housekeeping slide as attendees join**
- 4 Start on time — do not wait for latecomers**
- 5 Monitor chat throughout — read questions to the speaker at Q&A**
Organiser reads questions. Speaker answers. Keeps Q&A efficient.
- 6 Display feedback QR code on the final slide**
- 7 Stop recording before any off-the-record discussion**

Study Days — In-Person Checklist

STUDY DAY — VENUE CHECKLIST

- Venue booked and written confirmation received
- Room capacity confirmed against registration
- Room layout agreed: theatre, cabaret, or tabl
- AV confirmed: projector, screen, microphone
- HDMI and USB-C adaptors at lectern
- Backup laptop with all slides loaded
- Catering confirmed: numbers and dietary optio
- Disabled access confirmed and communicated
- Parking and transport info prepared
- ISCP pull-up banner confirmed and packed

STUDY DAY — ON THE DAY

- Arrive at venue 60 minutes before start
- AV full test before any attendees arrive
- Registration desk set up at door
- Name badges arranged alphabetically
- Sign-in sheet at door for CPD records
- Housekeeping slide displayed before start
- Catering ready before first break — not durin
- Fire exits checked and noted for housekeeping
- Feedback QR code on final slide of each sessi
- Room left clean and materials collected

STUDY DAY — PROGRAMME DESIGN

- 1 No session longer than 40 minutes without a break**
Build breaks into the programme from the start — they are not optional extras.
- 2 Start with your strongest session — not admin or housekeeping**
The first session sets the tone. Put your best content first.
- 3 Build 5 minutes contingency per hour into the run-of-show**
Speakers run over. Q&A goes long. Plan for it.
- 4 Final session: action-oriented, not information-heavy**
Audience energy is lower at the end. Interactive or reflective content works better t
- 5 Use the Run-of-Show Template for minute-by-minute timings**
Share it with all speakers and volunteers before the day.

Journal Clubs — Running the Discussion

Journal clubs are one of the lowest-cost and highest-value events a CIG can run. They require minimal admin, no AV budget, and no external speakers. What they do require is a good facilitator, a well-chosen paper, and a structured discussion format.

PLANNING A JOURNAL CLUB

- 1 Select the paper at least 3 weeks before the session**
Choose something recent, relevant to your CIG's specialty, and accessible — not behind
- 2 Share the paper with all registered participants at least 2 weeks before**
Include a brief framing note: what question the paper addresses and why it matters no
- 3 Confirm CPD hours with PDU — journal clubs typically qualify**
Format: structured discussion of peer-reviewed literature. Include duration and parti
- 4 Appoint a lead facilitator — not just a chair**
The facilitator prepares 5–7 discussion questions and keeps the conversation structur
- 5 Set a participant limit: 15–25 is the optimal range**
Smaller than 10 and discussion is thin. Larger than 25 and some voices disappear.
- 6 Online or in-person: confirm platform or venue**
Online journal clubs work well. Small group video discussion is manageable and comfor

RUNNING THE DISCUSSION — STRUCTURE THAT WORKS

- 1 Open with a 5-minute summary of the paper — not a full critique**
'Here is what the study did, what it found, and why we are discussing it today.'
- 2 Use prepared questions to structure the discussion**
Examples: 'What was the most surprising finding?' / 'How does this change your clinic'
- 3 Give every participant a chance to contribute**
In a group of 20, some people will not speak unless invited. The facilitator notices
- 4 Summarise the key discussion points at the close**
'What are we taking away from today?' — 3 minutes at the end consolidates the learnin
- 5 Collect attendance for CPD records before participants leave**
Sign-in sheet or online attendance report. Essential for certificate issuance.

AGMs — Governance and Logistics

AGMs have constitutional requirements that other events do not. Notice periods, quorum, voting procedures, and minute-taking are not optional. Check your CIG's constitution before planning and confirm requirements with ISCP HQ if you are unsure.

AGM PLANNING CHECKLIST

- 1 **Check your CIG constitution for required notice period**
Most require 21 days minimum notice to all eligible members.
- 2 **Confirm quorum requirement**
How many members must be present for the meeting to be valid? Check the constitution.
- 3 **Confirm agenda items with committee at least 4 weeks before**
Standard items: minutes of previous AGM, chairperson's report, treasurer's report, el
- 4 **Send formal AGM notice to all eligible members within constitutional timeline**
Include: date, time, platform or venue, agenda, and any motions to be voted on.
- 5 **Confirm election process if committee positions are being filled**
Nominations, proposer and seconder requirements, voting method. Consult ISCP HQ if un
- 6 **Prepare financial accounts for presentation**
Treasurer's report must be accurate and ready before the meeting — not assembled on t
- 7 **Appoint a minute-taker**
Not the chair. A separate person whose sole role is to record decisions and actions a
- 8 **Confirm attendance method: proxy votes if allowed by constitution**
Some constitutions permit proxy voting. If yours does, state the process clearly in t

AFTER THE AGM

- 1 **Circulate draft minutes within 2 weeks of the meeting**
To all attendees and relevant ISCP contacts.
- 2 **Submit updated committee contacts to ISCP HQ**
Any new officers must be registered with admin@iscp.ie.
- 3 **File signed accounts with ISCP if required**
Confirm requirements with admin@iscp.ie after each AGM.

Promotion — What to Use and When

ISCP's event survey found that many organisers do not use ISCP social media channels simply because they do not know how to access them. Contact communications@iscp.ie to request social promotion — they want to hear from you.

PROMOTION TIMELINE

- 4 weeks out: save-the-date email to CIG list
- 4 weeks out: ISCP website listing (via PDU)
- 3 weeks out: ezine submission to Comms team
- 2 weeks out: full invitation with registration
- 2 weeks out: ISCP social media request to Com
- 1 week out: reminder email with joining instr
- Day before: final reminder with Zoom link or
- Day after: thank you email with recording lin

PROMOTION CHANNELS

- Direct email to CIG member list
- ISCP website event calendar (contact PDU)
- ISCP monthly ezine (submit copy 2 weeks before)
- ISCP LinkedIn and Instagram (request via Comm)
- CIG WhatsApp group — brief and direct
- Word of mouth at preceding events
- Hospital noticeboard poster (study days)
- Speaker's own network — ask them to share

SUBMITTING TO ISCP COMMS — WHAT THEY NEED FROM YOU

- 1 **Email communications@iscp.ie at least 2 weeks before the publication date**
- 2 **Include: event name, date, time, format, CPD hours, registration link, and a brief**
- 3 **For social media: provide a Canva graphic sized for the platform — templates in**
- 4 **For ezine: provide the text ready to publish. The Comms team will format it but**
- 5 **Follow up to confirm it has been published — do not assume**

On the Day — Run Sequence

This checklist applies to every single committee event — webinar, study day, journal club, or AGM. Work through it in order. The timings are anchored to the event start time.

RUN SEQUENCE — MINUTE-BY-MINUTE

-60 min	In-person: arrive at venue. Confirm AV, room layout, registration desk, and signag
-45 min	Online: open Zoom. Admit co-host. Start cloud recording. Confirm red dot is visibl
-30 min	Admit speaker from waiting room. Test slides, audio, and screen share together.
-20 min	In-person: registration desk open. Online: admit first attendees.
-10 min	Display housekeeping slide. Check chat is monitored. Confirm feedback link is read
00:00	Start on time. Housekeeping: exits or mute, recording status, CPD hours, Q&A forma
During	Timekeeper signals speaker at 5 minutes remaining. Co-host monitors chat.
Q&A	Organiser reads chat questions. Speaker answers. Keeps it efficient and inclusive.
Close	Chair thanks speaker. States CPD hours. Displays feedback QR code for 60 seconds.
+5 min	Online: end meeting only after all participants have left. Download attendee repor
+15 min	In-person: collect all materials. Thank venue contact. Check room is clear.
+30 min	Brief note of what worked and what to change — while it is still fresh.

HOUSEKEEPING SCRIPT — WHAT TO SAY AT THE START

'Welcome everyone. Before we start — a few quick housekeeping points. Today's session qualifies for [X] CPD hours. We are recording today — the recording will be shared with registered participants within the week. Please use the chat for questions and we will address them during Q&A. Let us get started.'

Post-Event — Closing Out Properly

52% of ISCP event organisers said they have no clear post-event process. This is the most common gap across all event types. Complete everything on this checklist within 5 working days. After that, attendance fades from memory and follow-through drops sharply.

WITHIN 24 HOURS

- 1 **Send thank-you email to all registered participants**
Include recording link or confirm when it will be available.
- 2 **Email speaker individually with thanks**
Personal — not a bulk send.
- 3 **Download and save the Zoom attendee report or in-person sign-in sheet**
You need this for CPD certificates. Do not leave it until it expires in your Zoom acc

WITHIN 5 WORKING DAYS

- 1 **Submit attendance list to ISCP PDU for CPD certificate generation**
Include: event name, date, confirmed CPD hours, full attendee list with email address
- 2 **Upload recording to ISCP Vimeo — contact communications@iscp.ie**
Password-protect it. Share password with registered participants only.
- 3 **Send feedback survey to all attendees**
3–5 questions maximum. Send within 48 hours for best response rate. Use the Feedback
- 4 **Reconcile income and expenditure in the Budget Planner**
Actual figures vs planned. Note any variances for next time.
- 5 **File event materials in your CIG shared folder**
Slides, sign-in sheet, attendee list, feedback results. Not on a personal laptop.
- 6 **Write 3 lessons learned while they are fresh**
One thing that worked well. One thing to change. One thing to do differently next tim

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

Event Budget Planner

Excel spreadsheet with four tabs: event budget, income and expenditure, break-even ca
/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

ISCP CONTACTS — WHO TO CALL FOR WHAT

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