

## EVENTS HUB

Organiser Playbook

# Workplace and Student Events

## Hospital In-Service Events, Student Clinics, and Workplace Learning

The organiser guide for ISCP events running in clinical settings: hospital in-service training, student CPD events, workplace peer learning, and CIG activities targeting early-career physiotherapists.

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# About This Playbook

**Workplace events are where ISCP has direct access to members who may otherwise never attend a formal CIG event. An in-service session in a hospital department or a lunchtime CPD session for a physiotherapy team reaches people who would not travel to an evening webinar. These events are lower-cost and higher-frequency — and they matter.**

## EVENTS THIS PLAYBOOK COVERS

- 1 Hospital in-service training**  
CPD delivered within a physiotherapy department, often at lunchtime or after clinic hours
- 2 Student CPD events**  
Events specifically for final-year students or new graduates entering ISCP membership
- 3 Peer learning sessions**  
Small group, colleague-led sessions focusing on case discussion, skills practice, or
- 4 CIG regional events**  
Events held outside Dublin targeting members in regional hospital networks or private

## WHAT IS DIFFERENT ABOUT WORKPLACE EVENTS

- 1 You need permission from the hospital or department manager**  
Do not assume access. Contact the department head and confirm the event is permitted.
- 2 Room booking is through the hospital — not ISCP**  
Confirm booking well in advance. Hospital rooms are in high demand.
- 3 Attendees may have clinical commitments that pull them out during the session**  
Plan for interruptions. Keep sessions tight and do not punish late arrivals.
- 4 CPD credit must still be confirmed with ISCP PDU**  
The same rules apply whether the event is in a hospital seminar room or a Zoom call.

# In-Service Planning and Student Events

## IN-SERVICE EVENT PLANNING CHECKLIST

- 1 **Get written permission from hospital management or department head**  
A brief email confirmation is sufficient — keep it on file.
- 2 **Book the room through hospital facilities — not ISCP**  
Check audio-visual equipment available in the room before planning your format.
- 3 **Keep the session to 60–90 minutes maximum**  
Hospital staff rarely have more than this available. Respect their time constraints.
- 4 **Circulate a sign-in sheet at the door**  
Essential for CPD certification — you need proof of attendance.
- 5 **Confirm CPD hours in advance with ISCP PDU**  
Even for informal in-service sessions, if CPD is being claimed, it needs PDU confirma
- 6 **Promote within the hospital — poster in the physio department, email to the team**  
Do not only rely on ISCP channels for hospital-based events.

## STUDENT EVENTS — SPECIFIC CONSIDERATIONS

Students attending ISCP events may not yet be ISCP members. They are potential members. How these events are run determines whether they join. Make the event welcoming, make membership tangible, and make sure someone follows up.

- 1 **Partner with the university physiotherapy department head**  
University faculty can help promote the event to students directly.
- 2 **Offer student rate or free access for student events**  
Confirm pricing with PDU before promoting. Do not apply full member rates to students
- 3 **Include an ISCP membership information moment in the programme**  
Not a sales pitch. A genuine '5 minutes on what being an ISCP member means in practic
- 4 **Assign a student liaison on your committee**  
One person responsible for welcoming students on the day and following up after.
- 5 **Collect student emails at the event with consent to follow up**  
A separate opt-in for 'information about ISCP student membership.' Do not add to your
- 6 **Follow up within a week with information on student membership**  
Strike while the connection is fresh. A brief email with a link to [iscp.ie/join](https://iscp.ie/join).

# Delivery, Post-Event and Early-Career Engagement

## ON THE DAY

- Sign-in sheet at door — name and profession
- Start on time — respect clinical schedule
- Introduce yourself and ISCP connection brief
- State CPD hours at the start and end
- Keep Q&A manageable — finish on time
- Display feedback QR code at close
- Leave contact details for follow-up questions

## POST-EVENT

- Submit attendance to PDU within 5 working day
- Send CPD certificate details to all attendees
- Send brief follow-up email within 48 hours
- Follow up with any students who expressed int
- Complete Post-Event Report for PDU
- Share 3 lessons learned with your committee
- Note whether you would run this event again

## ENGAGING EARLY-CAREER MEMBERS THROUGH EVENTS

- 1 Give early-career physiotherapists a visible role on the day**  
 Introducing a session, managing chat, welcoming attendees. Visibility creates connect
- 2 Design content that addresses early-career concerns directly**  
 Clinical uncertainty, private practice, career pathways. Not just advanced clinical u
- 3 Invite early-career members onto your CIG committee**  
 At the event, mention that committee positions are open. The ask works better in pers
- 4 Collect interest in volunteering at the event — not just post-event**  
 A show of hands or a quick question at the end has higher conversion than a follow-up

## 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>