



**A shared culture for change:**  
Evaluating and implementing models of integrated people-centred services



## SPEAKER GUIDELINES

A number of services and facilities will be provided for you on the day. Please take the time to read the following instructions.

### SUMMARY AND KEY DEADLINES

- Confirm the title and presenter details **ASAP**
- Register presenter place before **Thursday, 31<sup>st</sup> January**
- Send your photo and short biography - deadline **Thursday 31<sup>st</sup> January**
- Make suggested amendments to your abstract for publication - deadline **Thursday 31<sup>st</sup> January**
- Book your hotel accommodation
- Book your gala dinner ticket
- Notify us if you do not want to be filmed or have your photos used in post conference communications – before the conference!

**\*\*\*\*FOR IMMEDIATE ATTENTION\*\*\*\***

### CONFIRM THE TITLE OF YOUR PRESENTATION AND PRESENTER DETAILS

If you haven't already done so please email [ICIC19@integratedcarefoundation.org](mailto:ICIC19@integratedcarefoundation.org) ASAP with the confirmed title of your presentation and the exact details of the presenter(s), title, name, position and organisation. You may have more than one presenter listed under the title but only if they are in attendance.

### REGISTER YOUR PLACE

**You must register your place before Thursday 31<sup>st</sup> January.** If you do not register before this date, we will presume you are not attending and remove your session from the programme. If for any reason you cannot make the registration by this date please inform us so that we know to keep your slot on the programme. If another presenter is attending in your place,

please make sure that we have been notified of the change and have received the contact details of the new speaker. [REGISTER HERE](#)

### **SEND YOUR PHOTO AND BIOGRAPHY FOR THE DELEGATE GUIDE**

Please send your photo and short biography (100-150 words only). This information will be displayed in the conference app, which delegates will be able to download to their smart phones and tablets at the conference. Please keep your biography succinct for this purpose.

You should email your photo and biography to [ICIC19@integratedcarefoundation.org](mailto:ICIC19@integratedcarefoundation.org) ASAP or at least by **Thursday 31<sup>st</sup> January**. Please remember that is very important that you send us your biography as if you do not do this there will simply be a gap in the guide on the day.

Please save your biography and photo by your lastname\_firstname (ie Lyne\_Fiona) so that it is easy for us to file and find. You will find more detailed guidelines on the length and style of your biography and photo dimensions [here](#).

### **REVIEW AND UPDATE YOUR ABSTRACT**

Read the reviewers feedback and review your contribution on the ConfTool website [here](#). You have until **Thursday 31<sup>st</sup> January** to update your abstract summary on-line if recommendations for changes and/or additional details have been requested by the reviewers. The updated abstracts will then be uploaded to the conference delegate guide and prepared for publication in the [International Journal for Integrated Care](#). If you do not provide further information or changes as suggested by the reviewers, the committee might decide to remove your submission.

**\*\*\*\*BEFORE THE CONFERENCE\*\*\*\***

### **BOOK YOUR HOTEL**

We have secured preferred rates at a number of hotels in the vicinity of the conference. You will find more details and can book your hotel directly as part of the registration process.

### **PREPARE FOR YOUR SESSION (S)**

Remember to **regular check the programme** as some sessions may need to be reassigned to accommodate speaker drop outs etc. You should report any errors in presentation titles, speaker details etc. to us as soon as you see any. This will greatly help us by having everything up to date as best as possible before the conference.

**\*\*\*FORMATS\*\*\***

**ORAL PAPER:** You have a maximum of 15 minutes to formally present your paper (maximum 10 slides), please stick to this timing to allow time for questions and discussion at the end. Time has been allocated in each session for questions and discussion so you are asked to

strictly stick to **15 minutes** so that there is time for interaction. Questions will be taken immediately after your presentation or jointly with the other speakers at the end of the session. This will be agreed in advance with your chairperson.

**ORAL POSTER:** You have a maximum of **5 minutes** to formally present your poster. There is no time allocated for questions. You should therefore keep your slides to a minimum (recommend no more than 5) and your messages succinct.

**WORKSHOP:** Workshop presenters may choose your own format within the time allowed. We recommend limiting your presentation time to **20 minutes** to allow lots of time for interactivity and discussion. If you have other presenters in your workshop, please make sure to brief them of the format and their time allowed for presenting. Please send us a short description of your workshop (one or two sentences only) and the full list of presentation titles and speakers. This will make your workshop more attractive to delegates.

**INNOVATION ZONE:** On Wednesday afternoon, we will have a Future of Integrated Care Innovation Session. The purpose of this session is to create an environment in which delegates feel safe to share ideas, transfer knowledge and work together to visualise the future of integrated care. The session will be facilitated by Zone Leaders and each area will be set within a clearly defined thematic zone. Delegates will be free to move between the zones. Each zone may include pitch type presentations and employ different methods of engaging the audience in discussion. The hosts will introduce the session from the stage, but delegates will also receive detailed instructions and an explanation of the session in advance. The delegate app will also provide more information. You will be contacted by your Zone Leader to discuss how best to present your work. There will be PowerPoint facilities and audio/visual aids in each zone. Based on feedback from 2018, this year we will make use of the theatres rather than have presenters in open space!

### \*\*\*PRESENTATION\*\*\*

You are welcome to use PowerPoint or Prezi and videos or sound effects within your presentation. The venue offers a range of audio-visual facilities including: laptop & data projector including sound and wifi and where required, flipcharts, pens. We have found that to ensure that text can be read clearly, as a guide it is best to use not more than 8 lines of bold print and try not to make the slides too busy!

### PRESENTATION SUBMISSION

You do not need to submit your presentation in advance. Please bring your presentation on a memory stick to the conference and on arrival take your memory stick to the **Speaker Desk** where your presentation will be uploaded directly to the room you will present in. Remember to save an embedded videos as separate files as they may need to be reattached on the day.

All conference rooms will have sound and internet access. However, please do let us know if you require sound or internet connection or if you are using Prezi for your presentation so that we can be best prepared.

## TELL YOUR COLLEAGUES ABOUT YOUR INVOLVEMENT

The conference is expected to sell out but places can still be booked [here](#)

IFICs Twitter Account is @IFICinfo. The conference hashtags are #ICIC19 #integratedcare We will be tweeting updates about the conference so make sure to follow us and please feel free to retweet our messages or tweet in advance about your own involvement in the conference.

Suggested tweet: I am speaking at #ICIC19 in San Sebastian from 1-3 April. Places still available at <https://tisa.teventos.com/icic2019/en/mods/registration-form> #integratedcare #jointhemovementforchange

Please remember to like and share our social media!



[Like us on Facebook](#)



[Follow us on Twitter](#)



[Join our LinkedIn Group](#)

\*\*\*\*ON THE DAY\*\*\*\*

## VENUE DETAILS

The Conference will take place at [Kursaal](#), Avda. de Zurriola, 1 20002 Donostia-San Sebastian. Maps on how to reach the conference centre will be sent to all delegates shortly before the conference.

## SPEAKER REGISTRATION

Registration will open at 7.30am on Monday, 1 April and will remain open throughout the conference. All speakers should register on arrival to pick up their badge and receive final instructions. Please make yourself known as a speaker so that registration staff can introduce you to the dedicated members of staff responsible for speaker support and direct you to where you need to upload your presentation (**Dedicated Speaker Desk**). Your presentation slides will be pre-loaded directly to the room you will present in. You should go to the room in advance of your presentation to check they are loaded as expected. You

should return again to the conference room at least 10 minutes before the start of your session to meet the other speakers and the Chair.

### **TECHNICAL SUPPORT**

Conference staff will be in constant attendance within the venue to support you with your presentation. To ensure that your presentation runs smoothly: Please attend your allocated room at least 10 minutes before your session is due to start to meet with the chair person and to get comfortable before the delegates arrive. Microphones will be on all the time. There is no need to switch them on. If there are any technical issues during your presentation, please continue with your talk and conference staff will deal with the issue.

### **SESSION COORDINATION**

A chairperson is allocated to each session. To save time the chairperson will ask delegates to read your biography in the delegate app, so it is important that you have sent us this. The chairperson will also moderate the questions and discussion.

### **FILMING**

We will be filming all sessions taking place in the main theatre. If your presentation is taking place in the main theatre and you do not want to be filmed, you need to let us know in advance.

### **INTEGRATED CARE ACADEMY© AWARDS**

The best paper awards and best poster award will be awarded following a two-tier evaluation process. From the total number of abstracts submitted, those scoring above average during the initial evaluation by the scientific committee were invited to participate in the competition for best paper. The oral presentation of the paper or poster will then be evaluated by a committee under the auspices of the Integrated Care Academy© according to the following criteria:

- Quality of content/methodology
- Impact/relevance for integrated care
- Originality and level of innovativeness
- Quality of presentation

The winners will be announced during the Gala Dinner on Tuesday, 2 April.

**\*\*\*\*SOCIAL PROGRAMME\*\*\*\***

### **DRINKS RECEPTION**

A drinks reception will take place at the [San Telmo Museoa](#) directly after the conference concludes for the day on Monday, 1 April. The Museoa is located a short walk from the Conference Centre and delegates will be provided direction by conference staff.

## GALA DINNER

The Gala Dinner will take place on Tuesday, 2 April at the [Miramar Palace](#) at 7.30pm. Tickets for the gala dinner can still be purchased through the registration system.

The 2019 dress code will be Business Formal:

- For Men: Business Suit, Dress Shirt and Tie
- For Women: Suit, business-style dress, dress with jacket or cocktail dress.

## \*\*\*\*POST EVENT\*\*\*\*

Conference video, photographs, audio clips, and any presentation slides will be published on the International Foundation for Integrated Care's past events webpage. If you do not wish to have your image or content made public please do notify us in advance.

## \*\*\*\*SUMMARY\*\*\*\*

- Have you provided us with the correct presentation title and presenter details?
- **Have you registered?** Deadline strictly **Thursday 31<sup>st</sup> January (please notify us if you cannot make this deadline!)**
- Have you sent your photo and short biography? Deadline **Thursday, 31<sup>st</sup> January**
- Have you made amendments to your abstract for publication? Deadline **Thursday, 31<sup>st</sup> January**
- Have you booked your accommodation?
- Are you attending the gala dinner?
- Are you happy for us to use images taken at the conference and to have your presentation published on the IFIC website?

We wish you every success with your involvement. If there is more that we can do for you, please do not hesitate to ask.

Fiona Lyne

Director of Communications

International Foundation for Integrated Care

[fionalyne@integratedcarefoundation.org](mailto:fionalyne@integratedcarefoundation.org)



## Biography and Photo Guidelines

### REPRESENTATION

The agenda outlines the timing and titles of all presentations. Please check to ensure that we have represented you and your organisation correctly on the programme (i.e. Title, Name, Suffix, Job Title and Organisation(s)) If you haven't already done so or your biography has recently changed please send us your photo and biography (150 words max) for the delegate guide ASAP.

### BIOGRAPHY GUIDELINES

- Please use the following guidelines when writing your biography:
- Keep your biography brief - it should be 100-150 words max. Biographies that exceed this amount will be subject to editing.
- Write in the third person e.g. John is the chief executive for NHS Camelot.
- Include your current position and a brief mention of work history and experience that is relevant to the conference topic and audience.
- Include academic qualifications, awards and references to published work only if applicable to the material you are presenting.
- Please note that we may edit to conform to our house style.

### Sample biography

Sarah Smith is Chief Executive of InCare, the national integrated care charity. Sarah joined InCare from NHS South West, where she led a project on improving hospital discharge procedures for older people. She has extensive experience of working with people with long-term conditions in both acute and community settings. Sarah is a qualified nurse and her previous roles include head of patient experience in an acute trust and care co-ordinator for a community care scheme.

Sarah is the author of a number of papers on integrated care and is on the editorial board of Nursing Today. She is currently a non-executive director of a mental health trust.

### PHOTOGRAPH GUIDELINES

Please use the following guidelines when submitting your photo:

- The photo should be a hi-res jpeg (do not send on a pdf or word document!)
- The photo should be of your head and shoulders.
- Please note that photos sent with more than head and shoulders will be subject to editing.