

NHS ConfedExpo 2024 - Guidance for all session leads

Purpose

This guidance applies to all sessions at NHS ConfedExpo 2024, across two main stages, breakout sessions (discursive and case study, and Learning Theatres on the exhibition floor. Every session has a named session lead.

Your session brief has been developed in collaboration with communications and policy leads from across NHS Confederation and NHS England, and signed off by our most senior communications and policy leads across both organisations.

Your role as session lead

- You are responsible for project-managing development of your individual session.
 - Session development means fully developing the title, content and speakers for your session using the [LineUpNinja](#) conference management system.
 - You will develop each aspect of your session from your brief through to its agenda publication, in-conference delivery and post-conference follow-up.
- NHS ConfedExpo is a joint conference, so every session must be jointly developed between the two organisations. It is your responsibility to ensure that comms/policy staff from both organisations are fully involved in informing and developing the session.
- NHS ConfedExpo reflects the entire health and social care system – not just the NHS - so it is also your responsibility to link and liaise with the appropriate partner and stakeholder organisations across the public and third sectors in developing your session.

There are two deadlines that it is imperative you meet:

Friday 9 February 2024	Planned title All planned speakers How the session will run What the session will cover
Wednesday 10 April 2024	Final session title Full details for all speakers – including biographies and photos (these can be submitted via LineUpNinja or emailed) Full details of the examples/case studies that will be shared in your session Full details of how the session will run Full details of the session's content Session title and description for agenda publication

<https://ce24-core-programme.cfp.lineup.ninja/>

Assurance and sign-off

- NHS ConfedExpo is NHS England's flagship annual conference and is seen by the health and social care sector as the major annual event to attend.
 - Given the importance of the event, there is a formal process in place to direct and govern all content at the event.

- Our most senior comms/policy colleagues from NHS England and NHS Confederation are members of a joint Content Oversight Group (COG) – who will oversee and approve all content at each stage.
 - They will review all information submitted by session leads so it is vital that you submit high-quality information, that you have checked and assured with all relevant colleagues at every stage and by the deadlines.
 - They will be reviewing the quality of all sessions at each stage.
- To achieve the approval required to proceed to the next stage of session development you must:
 - Meet all deadlines for session detail submission
 - Confirm that you have assured and checked the appropriateness of all aspects of your session with the relevant communications and policy leads at national and regional levels across both NHS England and NHS Confederation, and particularly:
 - All speakers
 - All examples and case studies that will be shared in the session.

Approaching and confirming speakers

Session leads must submit suggestions for potential speakers from 15 January – 9 February, and then approach and confirm these speakers from 4 March – 10 April, following input from COG and session scheduling. Please provide as much detail as possible on proposed speakers by 9 February deadline – this will help us to avoid duplication of speakers and to check we have a good balance of speakers from different organisations across the whole programme. From 4 March session leads will be able to communicate the date and times of session to speakers at the point they are invited to speak at NHS ConfedExpo.

When considering speakers, please consider any potential issues and flag any speakers who:

- Have a political affiliation – this includes political think tanks
- Pharmaceutical/ industry affiliation

If you are considering any speakers that may pose further discussion, please email Sessions@confedexpo.org with the name and role of the speaker and which session you are considering them for.

Things to consider

Across the conference programme we need to have a good, diverse mix of content and speakers such as

- Voluntary and community sector
- Social care/ local authorities
- Children and young people
- People with lived experience – we can provide information on organisations who can support with this, if needed.

Appendix

Content project milestones and deadlines

<p>Between September and December 2023 to agree:</p> <ul style="list-style-type: none"> - the key topics that sessions at NHS ConfedExpo 2024 will cover - Exec-level speakers from NHSE/Confed - the outlines across 10 sessions per theme: <ul style="list-style-type: none"> o 1x main stage panel o 3x discursive cabaret-style workshop breakouts o 6x best practice theatre breakouts 				
Action	Who	Start	Deadline	Detail
Develop and submit first set of session details	Session leads	15-Jan-24	9-Feb-24	<ul style="list-style-type: none"> • Planned title • Identify potential speakers • How the session will run • What the session will cover
Review period & scheduling	Content Oversight Group	12-Feb-24	23-Feb-24	<p>Review, amend and approve of all session details (submitted by 12 February).</p> <p>At the same time, all sessions will be provisionally scheduled.</p>
School holidays		19-Feb-24	25-Feb-24	
Feedback to session leads	ConfedExpo Delivery Group	26-Feb-24	01-Mar-24	Email feedback of all amends/approval, and provisional session timing, to all session leads ahead of final development
Content & speaker development phase 2	Session leads	4-Mar-24	10-Apr-24	<ul style="list-style-type: none"> • Final session title • Contact and confirm all speakers • Submit full details for all speakers • Full details of the examples/case studies that will be shared in your session • Full details of how the session will run • Full details of the session's content • Session title and description for agenda publication • Speaker biogs and photos

School holidays and Easter		25-Mar-24	05-Apr-24	
Review and sign-off period	Content Oversight Group	15-Apr-26	26-Apr-24	Review, amend and sign-off of full, complete details of all sessions, including full review of all information for publication.
Core programme launch	Marketing		25 April 24	All keynote, main panel stage, cabaret workshop and best practice theatre sessions.
Bank Holiday			06-May-24	
Learning theatre programme launch	Marketing		15-May-24	All Learning Theatre sessions
School holidays		27-May-24	02-Jun-24	
Slides deadline	Session leads		09-Jun-24	All session slides to be submitted via the web portal by 7 June – the final Friday before the event.
ConfedExpo week		10-Jun-24	11-Jun-24	Event is 12 and 13 June.