

# NHS ConfedExpo 2025

Breakout session leads briefing  
The road to ConfedExpo – March 2025



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# Keeping up to date

- Thank you all – your sessions will be published on the NHS ConfedExpo 2025 agenda on **Monday 7 April**, following final checks.
- One of your key responsibilities as a session lead is to make sure your session remains current and appropriate. This is particularly important in the context of large-scale changes across NHS England and the wider NHS, as well as the content and publication of the Ten-year Health Plan.
  - If you plan to make any change to the speakers, name or description of your session, please email us straight away at [sessions@nhsconfed.org](mailto:sessions@nhsconfed.org) so we can make the changes online at the first opportunity.
  - In some cases, your session description is deliberately vague. This allows you and your speakers to flex how they will talk about their area of work without needing changes to your published session description, title or speakers.

- Make sure all your speakers have each submitted their profile photographs and biographies for publication.
  - No speaker will be included in the published agenda until they have submitted their biography and photograph.
  - Once they have submitted this, each speaker will receive a speaker registration link to register free for NHS ConfedExpo 2025.
- We will provide you with a written template for briefing speakers
  - Please complete this and upload it to Dropbox by **6 June**
- Ahead of this though, you should work with your speakers to agree:
  - Any necessary changes to how they should talk about the session subject in line with any recent developments
  - What each speaker will concentrate on and how speakers' topics fit together as a whole
  - Whether any speakers intend to use slides (we advise keeping these to a minimum)
  - Where speakers will gather ahead of their session

- You will receive a pack to help you promote your session to your target audiences.
- The briefing pack contains instructions and links to:
  - Template slide for use by speakers and leaders to promote your session in meetings or other speaking engagements
  - Supporting your speakers to post on social media using the Snoball social media software
  - Example posts across different social media channels
  - Template email to your network
  - Template bulletin post
  - Supporting your speakers to easily produce Shout Out videos – for social media
- Promoting your session to your most relevant audiences and stakeholders means more chance of your session being busy with interested people, and more chance of individuals signing up to NHS ConfedExpo 2025 as a whole
- We want to make it as easy as possible for you to promote your session(s).

Auditorium keynote	Main panel stages	Interactive session rooms	Networking session rooms	Informative session rooms	Learning theatres (informative)
<ul style="list-style-type: none"> <li>800 purpose-built theatre-style seating and stage with NHS ConfedExpo backdrop.</li> <li>Maximum 3 people on stage in sessions.</li> <li>Comfort and autocue screens.</li> <li>All speakers will be fitted with lapel mics.</li> </ul>	<ul style="list-style-type: none"> <li>400 theatre-style seating and stage with NHS ConfedExpo backdrop.</li> <li>Maximum 5 people on stage in sessions.</li> <li>Lighting and AV.</li> <li>Comfort screens.</li> <li>All speakers will be fitted with lapel mics.</li> </ul>	<ul style="list-style-type: none"> <li>70 or 120 cabaret-style seating (10 per round table)</li> <li>Small stage with a large screen for display of slides etc</li> <li>Further large screens at the sides of the room for slide display</li> <li>2 roving microphones.</li> </ul>	<ul style="list-style-type: none"> <li>120 or 150-seater rooms</li> <li>Round tables with 4 chairs</li> <li>Minimum people on stage, to support attendee networking</li> <li>2 roving microphones.</li> </ul>	<ul style="list-style-type: none"> <li>90 theatre-style seating</li> <li>Small stage with a large screen for slide display etc</li> <li>Maximum 4 people on stage in sessions</li> <li>1 roving microphone.</li> </ul>	<ul style="list-style-type: none"> <li>90 theatre-style seating</li> <li>Small stage with a large screen for slide display etc</li> <li>Maximum 4 people on stage in sessions</li> <li>2 roving microphones.</li> </ul>

# Confirming your AV needs

- AV is as per the standard setups on the previous page, unless otherwise requested.  
Please send any additional requests to [sessions@nhsconfed.org](mailto:sessions@nhsconfed.org) Please note that while we will try to accommodate additional AV requests, we cannot guarantee it.
- We will send you a web link in early May for you to upload any speaker slides and your speaker briefing to Dropbox
  - Slides should be in order, in a single slideset.
  - Please use the slide background appropriate to you. We will automatically put a branded NHS ConfedExpo slide at the beginning of each slideset.
  - Please upload your session slides by **6 June**
  - There is a room on-site where you can check your slides with the technical team

1. Submit your session briefing template by 6 June, including:
  - Slido questions
  - Running order
  - AV requirements
2. These templates are given to the AV teams in each room so they know how each session will run.
3. Slides must be submitted via the [slide portal](#) by 6 June. We will display a header slide in each room – do not feel that you have to use any slides at all. Please ensure you add all your sessions slides into one single pack and that they are in the order that they will be presented in.
4. Brief your speakers – Where Slido is being used we will share a quick guide for chairs. Speakers receive a briefing from us two weeks prior to ConfedExpo with key information such as maps and details on arrival times at the venue and for sessions.



Date	Action
Ideally by end May	Brief your speakers
Now until ConfedExpo	Use the communication toolkit provided to promote your session
6 June	Add your session briefing to the portal
6 June	Slides to be added to the slide portal
9 – 12 June	The ConfedExpo team will be on site from Monday 9 June, any issues with your sessions before or during the conference should be sent to <a href="mailto:sessions@nhsconfed.org">sessions@nhsconfed.org</a>
11-12 June	NHS ConfedExpo 2025! Greet your speakers, record key points from your session, share on social media