

THE ROYAL COLLEGE OF OPHTHALMOLOGISTS

INTERNATIONAL and THIRD-PARTY CONFERENCES POLICY

Introduction

The RCOphth is periodically invited to participate in conferences and events run by other organisations. Such invitations are sent on an ad-hoc basis to sundry individuals who tend to respond with enthusiasm but there is no clear protocol for accepting invitations. Some invitations received are ill thought-out and, in the past, our quick responses have probably led to missed opportunities to promote the RCOphth

This policy is intended to introduce a systematic approach that helps us play a part in national and global ophthalmology and recognises that our resources are finite.

Scope of the policy

This policy applies to international and third-party conferences. Requests for participation in round table events, industry specific events, specialist societies' meetings and the like are not covered by this policy should be handled by the President's Office in conjunction with the Comms Team.

The process

- All requests to participate in third party conferences and events should be sent to the Events Manager.
- Unrealistic requests (e.g. design of a conference programme to be delivered the following week) will be declined but for those who pass the first assessment, the proposer will be asked to complete the form below.
- The form will be assessed by the Events Manager, Chair of the Scientific Committee, Head of Comms and one College Officer (President, Vice President, Hon. Treasurer or Hon. Secretaries).
- The Events Manger will communicate the decision to accept or reject the proposal to the conference organiser.
- The Events Manger will liaise:
 - with the Events Sub-committee/ other relevant clinicians to provide a list of speakers
 - with relevant College staff, such as the President's Executive Assistant and the Comms Teams
- Reciprocal arrangements (e.g. the ability to promote RCOphth events) will be clarified.
- The RCOphth and RCOphth speakers will receive feedback after the event.
- The RCOphth will receive material (text and photos) for its communication channels.

THE ROYAL COLLEGE OF OPHTHALMOLOGISTS - international and third-party conferences form

Name of organisation requesting participation	
Name of event	
Purpose of event	
Date of event	
<p>What is requested from the RCOphth?</p> <ul style="list-style-type: none"> <input type="radio"/> Appearance, opening speaker <input type="radio"/> Advisory/Q&A panel <input type="radio"/> Speak with Journalists <input type="radio"/> Title of sessions <input type="radio"/> Number of speakers requested <input type="radio"/> Who is expected to chair the session? <input type="radio"/> Time of sessions <input type="radio"/> Deadline for inclusion in the programme 	
Format of event (physical, hybrid, virtual)	
<p>Audience:</p> <ul style="list-style-type: none"> <input type="radio"/> Professions expected <input type="radio"/> Number of attendees expected 	
Are expenses paid? Please append the expenses policy	
<p>What feedback will be given?</p> <ul style="list-style-type: none"> <input type="radio"/> To speakers <input type="radio"/> To the RCOphth 	
How will the event be advertised?	
Are there opportunities for reciprocal promotion of events? For instance, the RCOphth runs a comprehensive programme of seminars, has an annual congress, hosts international exams and produces the internationally renowned scientific journal, EYE.	
What material (text, graphics, photographs etc.) will be available for the RCOphth's communication channels?	
<p>Please confirm that you have read the RCOphth endorsement policy (to be attached)</p> <p>https://www.rcophth.ac.uk/about-the-college/governance/our-policies/</p>	
All advertising and promotional communications that name RCOphth, including speakers representing RCOphth, use of the	

crest are to be approved before use. Contact communications@rcophth.ac.uk	
--	--

Beth Barnes Kathy Evans Julie Hodgkinson March 2022