

INVOLVE

Promoting public involvement
in NHS, public health and
social care research

NHS

*National Institute for
Health Research*

INVOLVE is a programme of the
National Institute for Health Research

6th National Conference

Public involvement in research getting it right and making a difference

A unique forum for people who are interested in active
public involvement in research



Call for Presentations

November 11th and 12th 2008
East Midlands Conference Centre
Nottingham

About this conference

INVOLVE's national conference is an event for everyone who is interested in supporting and promoting public involvement in NHS, public health and social care research. This includes members of the public, service users, researchers, research commissioners and representatives of voluntary sector organisations.

The aims of the conference are:

- To bring together people with a common interest in public involvement in research
- To encourage the sharing of knowledge and learning
- To make links and create networks with others involved in similar issues or activities around involvement in research
- To provide a platform for research on public involvement in research
- To explore issues raised before and during the conference

This year the conference will take place over two days. We will start at lunchtime on Tuesday 11th November and finish around 4.30pm on Wednesday 12th November. There will be time to discuss, reflect, network and socialise. We also hope that many of you will want to respond to this CALL FOR PRESENTATIONS and apply to present at one of the sessions. The choice of presentations will be decided by members of the INVOLVE conference planning group.

Venue

The East Midlands Conference Centre is a modern and accessible venue near to Nottingham city centre and major road, rail, bus and air links. If you travel by car there are a large number of parking spaces including designated disabled parking bays available at the conference centre.

Costs

This is a non-profit making conference that is financially supported by the Department of Health England. INVOLVE also has a conference fund for people from local, voluntary and community organisations, self-help groups and individual members of the public wanting to attend. This can help cover the cost of fees, care assistance, travel, accommodation and any other reasonable expenses. Full details of the conference fees and how to apply to the conference fund will be included in the Conference Booking Form available from June 2008. In the meantime, if you want additional information about the costs, please contact Rosemary McMahon at Professional Briefings (contact details on back page).

Dates

Please make a note of these important dates:

- **7th April 2008** Closing date for sending in your proposed presentation
- **23rd May 2008** Notification of whether your presentation has been accepted
- **13th June 2008** By this date, all invited presenters need to confirm that they are able to present at the conference
- **11th & 12th November 2008** Conference!

Call for presentations

This year's conference will focus on what is happening now, as well as looking to the future. We are inviting presentations from people who have knowledge and experience of public involvement in health and/or social care research.

For example we are looking for presentations on:

- specific **experiences** of involvement - what has worked well and what has not
- the organisational and cultural **barriers** to public involvement in research - what they are and how they are being challenged
- what **impact** involvement has on the research and the individuals involved
- how public involvement in research has resulted in **policy** or **practice changes** to health and/or social services
- the **difference** involvement has made to the various stages of research, for example in the way research is **prioritised**, **commissioned** or granted **ethics approval**
- other experiences of **partnership working** e.g. between service users or other community groups with researchers and/or practitioners
- examples of **community involvement** in research including black and ethnic minority groups, children and young people
- the development of **user-controlled** research
- building the **evidence base** on public involvement in research

Information about how to apply to do a presentation is given on the last page of this form.

Types of presentations

We are inviting five different types of presentations:

Posters: Posters are an important part of the conference and will be on display throughout the conference. We can advise you on how to put together a poster if you haven't done this before.

Poster Talks: This is an opportunity to talk briefly about your poster as well as having it on display. You will have 5 minutes to talk about your poster and also time to answer any questions from the audience.

Papers: 25 minutes to talk about your work. This must include at least 10 minutes for discussion with the audience.

Workshops: A 90-minute training or discussion session on a specific topic relevant to public involvement for service users and/or researchers. These sessions must include substantial audience participation.

Other approaches: As well as the more usual formats of a paper, poster or workshop we would welcome other approaches to presenting work on public involvement in research - for example presenting a DVD or sound recording, putting on a short play, comedy or musical, or through poetry, drawing or other formats.

Making a conference presentation

If you would like to apply to make a conference presentation then you can choose to:

- complete and detach this reply form from the rest of this document
- or download a copy of the form from Professional Briefings or from INVOLVE's website www.profbriefings.co.uk/involve2008 or www.invo.org.uk

Once completed please send or email the form and your page of additional information to Professional Briefings at: Professional Briefings, 37 Star Street, Ware, Hertfordshire SG12 7AA
Email: london@profbriefings.co.uk

The closing date for applying to do a presentation is Monday 7th April 2008

If you would like to do a presentation and need some help in putting it together then please tick this box and just send us your contact details on this form. We will contact you to find out how we can help. Or you can speak to Rosemary McMahon at Professional Briefings on 01920 487672.

REPLY FORM

Professional Briefings will acknowledge receipt of your proposed presentation by post if you haven't given us an email address.

First Name _____ Last Name _____

Job Title (if appropriate) _____

Organisation (if appropriate) _____

Address _____

_____ Postcode _____

Telephone _____ Email _____

Types of presentation

In response to feedback from our last conference we have reduced the number of sessions. This means we will be selecting a smaller number of presentations in total. These will be chosen by members of the INVOLVE conference planning group.

We hope that you may consider submitting a poster as an alternative to your first choice. If you are ticking more than one box please number your preferences 1=first choice, 2= second choice, etc.

Poster Poster Talk Paper Workshop Other approach

Which area would your presentation cover? (Please tick the relevant box)

NHS research Public health research Social care research

What is the level of public involvement in the work you would be presenting? (Please tick the relevant box)

Consultation Collaboration/partnership User-controlled

ADDITIONAL INFORMATION

On a separate piece of paper please provide the following information:

- Title of your presentation
- Names, job titles and organisations (if appropriate) of all the people who will be presenting, with the main contact person's name underlined
- Brief biography of presenters (50 words maximum per presenter)
- A brief summary (i.e. an abstract) of your presentation. This should be around 200 words and written in simple straightforward language summarising the key points you are hoping to make. It should contain the following information:

For **Posters** and **Poster Talks**:

- Theme or key issue addressed by your poster.
- Summary of what the poster will tell people, including information about how members of the public have been involved.
- What you hope people will learn.

For **Papers**:

- Theme or key issue addressed by your paper.
- Summary of what the paper will tell people, including information about how members of the public have been involved.
- What you hope people will learn.
- The issues you will raise for discussion.

For **Workshops**:

- Theme or key issue addressed by your workshop.
- Type of workshop methods you will use (e.g. training session, leading a discussion).
- What people may learn from your workshop as well as be able to contribute.

For **Other Approaches**: please describe what you would do.

Making presentations accessible

The INVOLVE conference attracts a very varied audience. We ask all presenters to have this in mind. When writing the summary (abstract) of your proposed presentation please:

- Avoid research jargon and acronyms (initials of words or titles).
- Use simple straightforward language and short sentences.
- Bullet points can be helpful. Important words can be highlighted in bold.
- Use Arial 12pt. font.
- Guidelines on producing accessible presentations are available on INVOLVE's website (www.invo.org.uk) conference page.

Conference administration

All of the conference administration is being carried out by Professional Briefings. If you have any questions about this form or more generally about the conference itself please don't hesitate to contact Rosemary McMahon at:

Professional Briefings
37 Star Street
Ware
Hertfordshire SG12 7AA

Telephone: 01920 487672
Email: london@profbriefings.co.uk

About INVOLVE

INVOLVE is a national advisory group, funded by the Department of Health England. Our main task is to promote and support public involvement in NHS, public health and social care research and development. We are one of the programmes of the National Institute for Health Research.

INVOLVE has 33 members who meet four times a year. Our members include a broad mix of people who use health and social care services, carers, representatives of voluntary organisations, health and social service managers and researchers. INVOLVE's vision is to work towards a world where public perspectives are integrated into the whole research cycle, enriching research and enthusing all those who are involved in it.

We aim to achieve this by:

- encouraging and supporting research partnerships between the public and researchers.
- seeking to share knowledge and experience of public involvement.
- learning from the work of others.
- challenging assumptions regarding the potential of the public to contribute to the research and development process.
- actively promoting inclusion, diversity and equity.
- supporting the active involvement in research of groups and individuals who are often excluded from research.
- seeking to make the work of INVOLVE as accessible as possible.
- building on existing work carried out by INVOLVE, to ensure that such work reaches the widest audience.
- valuing collaborative working to maximise the opportunities to promote and support public involvement.

For more information about INVOLVE you are welcome to contact our Support Unit:

Telephone: 02380 651088
Email: admin@invo.org.uk

Textphone: 02380 626239
Web: www.invo.org.uk