



IPEM events

There are a number of different types of events that IPEM run which broadly come under the following categories.

Scientific Meetings

The majority of our events come under this heading. These one day events are used to share scientific research, best practice, new ideas and to network with colleagues. They are focused on a specific scientific or technical topic.

Typically they consist of one programme lead, up to two invited speakers, and proffered papers. Anyone can suggest a topic for a one day scientific meeting by completing a proposal form and sending to the Conference team.

Scientific meetings are charged at a standard rate with a discount for members. The whole programme of scientific meetings is expected to break even. People attend not only for CPD purposes but to get the chance to meet key figures within their speciality, to network with colleagues in similar roles, to hear about new and refined techniques specific to their areas and to get the opportunity to present their own work.

One day scientific meetings are open to everyone with an interest in the topic being discussed.

Conferences

Conferences are broader themed meetings which are used to gain information, debate and present research. Typically they are large events that will be held over multiple days and/or have multiple strands running at one time.

Anyone can suggest a conference theme by completing the proposal form. The scientific programme is usually then run by a small scientific programme committee. They would usually include more Invited Speakers than a one day meeting who would be high profile leaders in a field. They could be policy, contextual, or operational as well as scientific with the aim being to cater for wider mixed audiences and to build on IPEM's reputation.

Conferences are budgeted individually with registration fees being set with an aim to contribute to IPEM's income. Sponsorship would also usually be sought and the office can advise on how to go about this.

Conferences are open to everyone who wishes to attend.

Regional Group meetings

IPEM has 12 distinct regions, some of which have a regional chair. Sometimes these regions may wish to organise a regional meeting.

These meetings differ from other IPEM events as their primary purpose is to offer a regional focus. There is an allocated amount of funding from IPEM for the facilitation of these and the region can decide how best this is spent, options include free registration, venue hire, catering, speaker expenses etc.

Occasionally there will be exhibitors who are interested in attending which can be useful if additional funding is required. The office can advise on how best to proceed with these, and have numerous contacts within the industry who may be interested in attending.

These meetings are only open to members from the region. Although occasionally there may be a couple of invited speakers from outside of the region, for example where they wish to invite trustees or senior staff from IPEM to discuss issues, the majority of speakers will be from the region in order to ensure this is a regionally focussed meeting.

The main reason for people to attend these meetings is to meet the regional chairs and to network with local colleagues. There is usually a large element of regional proffered papers which gives an excellent opportunity for members to present works in progress and get feedback from colleagues.

Once again the IPEM conferences team can arrange the venue booking, publicity to members within the region and abstract handling. The regional chair would help by refereeing abstracts and building the programme.

User Group meetings

User group meetings are a forum for discussion rather than scientific lectures.

The programme is designed to ensure that there is ample time for discussion and idea sharing. It is important that this time is included within the programme to make it distinct from a normal scientific meetings.

Due to the nature of user group meetings numbers of delegates may have to be limited. The user group meetings are run on a break even basis which means that it is important to keep costs to a minimum. It is usual for the scientific organiser to create a report after the conference which can be distributed out by IPEM members afterwards if it's felt to be of benefit.

Training days

Similar to user group meetings these are organised to provide one off training to a small group on specific pieces of equipment or aspects of a specialism. Typically individuals are invited to these days either via an email invitation or through their supervisors, and attendance is restricted to invitees only.

IPEM events – summary

All IPEM events are co-ordinated by the Conferences Team. Please contact conferences@ipem.ac.uk to discuss your plans.

Event	Initiated by	Purpose / Aim	Format	Funding
Scientific meetings	Special Interest Groups, Committees, members or national office	Present work, share best practice & new ideas Network with colleagues. Scientific or technical focus. Fulfils charitable objectives regarding research and innovation, and education, training and CPD	Scientific meetings with a mix of Invited speakers and proffered papers. Single day and single strand Up to two invited speakers, and proffered papers One programme lead.	£155 / £205 Price set by IPEM to ensure breakeven over whole programme
Conferences	Special Interest Groups, Committees, Members or National Office	Debate topics on a wider focus. Policy / contextual focus Present research and information	Mainly high profile invited speakers such as political/policy/ leaders Multi day or multi strand One programme lead, plus a programme committee of up to 5 people	Pricing set based on market rate and aiming to generate income Sponsorship needed
Regional meetings	Regional Chair or National Office	Meet the regional chairs and to network with local colleagues. Only available to members within the region	Majority of speakers from the region in order to ensure this is a regionally focussed meeting. Occasionally a couple of invited speakers from outside of the region, e.g. trustees or senior staff from IPEM to discuss issues.	Free or small charge members to ensure costs are covered
Workshops / User Groups/ Training Days	SIG Members	Forum for discussion Teaching focus	One day event Limited numbers due to teaching element Venue decided based on equipment needed	Individually priced to break even