

Motivate, Engage, Aspire – Conference Steering Group Evaluation

1 Pre-conference organisation

a) Steering group

- Timing of the steering group was felt appropriate - Started meeting early in year and this was felt necessary as committing to this amount of time was felt important to meet the aims of the group
- Clarity of roles not clear – as no terms of reference agreed
- Believe it would have worked better if roles / responsibilities identified from beginning
- Commitment of steering group members to attend agreed meetings vital
- Difficult for absent steering group members to contribute positively when meetings are missed and input filtered in later
- Timing of conference – avoid End of Dec / Beginning of Jan and near to other holidays – Planning of date / booking of venue well in advance crucial

b) Venue

- Generally agreed the venue was good for the conference needs – suitable for large numbers of delegates
- Separate refreshment room worked well
- Parking good, taxi service good
- Venue map and directions – improvement necessary. Brown sign to racecourse on A1 refers to Wetherby Racecourse, not York racecourse – venue to be informed of need to improve directions on their website
- Signs / directions to suite once at racecourse need improvement. Lots of comments from delegates who drove to the venue saying that the directions to the conference were inadequate – venue to be informed
- Difficulty with latecomers arriving and accessing conference. Room appeared full but did have seats available. Suggest reserving table near the door for latecomers – to avoid potential discomfort of finding a seat across the floor

c) Poster presentations

- Limited response
- Believe language used might have been a barrier. Some people may not be familiar with terms 'abstract and poster presentation'
- Process difficult as more than one contact point.
- Recommend one contact in future

d) Chair / speakers

- It was agreed that both chairs were excellent

- Agreed we were too ambitious with the programme with too many speakers
- Attempted to deliver 2 conferences in one. Conference programme could have been divided into two separate or connected days
- Lunch time speakers did not work. Unfair to speakers as presenting to a reduced audience and unsure who in room to listen to presentation and who eating lunch / networking

e) Delegate information

- Local coordinators – good approach for identifying delegates
- However – did not ask for delegate contact details which prevented confirmation and conference information being directly sent to delegates – this caused a degree of confusion and some areas questioning who had received places
- Necessary to improve information sent to delegates as confirmation unclear / absent
- Too many admin people
- Unclear on roles / responsibilities
- Lack of control
- Need one good coordinator function
- Recommendations – a delegate registration form – to enable details to be kept / communication between admin and delegates to be improved

f) Sponsorship

- Bayer Sheering – low key presence on day. Gave 4K sponsorship, did not feel too intrusive
- Recommend bigger effort in future for additional sponsorship

2. On the day

a) Registration

- Necessary to have two people working on registration table
- Did not capture 'extra delegates' who attended but had not booked places – therefore unclear of final numbers on day
- Recommend – a signing in sheet to capture accurate numbers of attendees
- Great to have Joy supporting conference on the day

b) Speakers

- See delegate evaluation comments
- Some speakers better received than others
- Most agreed that Inspired Youth and Wes Perkins were well received
- Too many speakers / too little time allocated for presentations, especially Wes Perkins

c) Catering

- Lunch excellent. Catering well organised. Good range of options available

d) General organisational comments

- Difficulty receiving ppt slides off speakers
- Some ppt slides did not meet deadline and therefore handouts not included in delegate packs
- Christmas break did not help with speakers meeting deadlines
- Resource table with handouts not clearly signposted
- A/V company excellent. Timing excellent. Highly recommend company 'Alpha sound
- Balance of speakers from 2 regions – local coordinators invited to suggest speakers / contribute. Unfortunate that one from Y&H cancelled as tipped balance between two areas slightly.

Next Steps

- It was felt that a two-region conference was successful with the benefits of shared costs / shared good practice across regions. However this approach limits the number of local delegates who can attend.

Still to do – look through delegate evaluation recommendations for next steps and inform delegates on what happening at national / regional and local level – Cheryl and Angela.

Angela / Cheryl to discuss the need for regional events to explore targeted approaches to addressing Teenage Pregnancy including awareness of sexual exploitation and targeting vulnerable groups.