

CSP

Student
Conference

November 20

Annual
Conference

November 21-22

Networking Session Guidelines

CSP Annual Conference 2025

Contents

| | |
|--|---|
| 1.0 Introduction..... | 3 |
| 2.0 Important Dates | 3 |
| 3.0 What is a Networking Session?..... | 3 |
| 3.1 Aim..... | 3 |
| 3.2 Leading a networking session | 4 |
| 3.3 Support for facilitators | 4 |
| 3.4 Session format | 4 |
| 4.0 Audience engagement..... | 5 |
| 5.0 Submission Requirements | 6 |

1.0 Introduction

Thank you for your interest in the CSP annual research and professional development conference. Our 2025 conference theme is [Future directions in physiotherapy](#). We want to explore it from these perspectives: *Transformational technology, Active lives, Rehabilitation challenge and future workforce*.

The CSP conference will be held at the International Convention Centre, Wales on 20 – 22 November 2025. The CSP Principal conference will take place on 21 & 22 November and is open to everyone and the CSP Student conference will take place on 20 November.

This guide is designed to provide information about **Networking sessions**.

Please consider the information carefully before completing the networking submission form. All submissions must be made via the online system from 13 January. Please note that submissions are only accepted from CSP Networks, CSP Professional Networks and CSP Staff.

For any questions, please contact the conference team at conference@csp.org.uk

2.0 Important Dates

Networking submission opens: 13 January 2025

Networking submission deadline: 31 March 2025 at Midday

Confirmation of outcome: Week commencing 23 April 2025

3.0 What is a Networking Session?

3.1 Aim

Network sessions are informative, interactive opportunities which aim to encourage participatory and collaborative learning and to build professional connections. They are less formal, but each should have a purpose with identified objectives and a planned structure.

They can:

- provide opportunities for delegates with similar interests, from a specific demographic, or geographic region to meet and develop connections.
- create space to exchange ideas, knowledge, and experiences about a defined subject to support the development of communities of practice.
- build on learning from other sessions to allow for further questions or to help participants identify 'take home' messages or explore actions that could positively impact on their practice.
- engage and involve delegates in activities that gather insight, promote cross-pollination of ideas or constructive dialogue about a key topic.

3.2 Leading a networking session

Each session is led by a named lead facilitator who acts as the key contact for the session. This person has the responsibility for:

- communicating with the conference team.
- inviting any other facilitator to participate.
- completing the session submission form on behalf of all facilitators (whose agreement to take part must be obtained before submission).
- liaising with the conference team regarding any materials needed.
- overseeing and supporting audience engagement, leaving space for delegates to bring their expertise, creativity, and perspectives, and for fostering constructive dialogue.

3.3 Support for facilitators

We are hosting the following drop-in sessions which will cover information about networking sessions and exhibition stands.

Professional, Diversity and Regional Networks: 16 January, 12:30 to 13:30
[Register here.](#)

CSP Staff: 23 January, 12:00 – 13:00

For further details on attending any of the above sessions, or to see a recording please email us via the conference inbox conference@csp.org.uk

If you would like to meet with one of the conference team to discuss your networking session, please contact us to set up an individual meeting. The lead facilitator should be available for this meeting.

Up to two session facilitators (the lead and one other) are eligible for a free conference ticket for the day their session is scheduled. We are unable to support additional facilitators or travel/ accommodation costs.

On the day of conference, facilitators will have access to our *Presenter Room*. We ask that you check in at the Presenter room with the conference team at least 2 hours before your networking session and preferably on your arrival at the venue. You can check slides for any presentation you have submitted and ask about any other details related to your session. This room has space for facilitators to meet.

3.4 Session format

Area: Networking Zone

Anticipated audience size: 40 people

Delegates: Attend in-person. This session will not be streamed live.

Length: 30 minutes. We recommend no more than three discussion points/ topics to allow time for connection and questions in this time.

Facilitators: Two facilitators per session (lead plus a second facilitator)

Seating: An informal mix of standing tables/ chairs and small 'cafe' tables/ chairs

Standard equipment: PA system/microphone, screen, flipchart

Examples of networking sessions at previous conferences include:

- *Finding your networks: how the CSP networks support students.*
- *Tipples and Wrinkles: meet the CSPRA network*
- *Health Inequalities: Sharing the Challenge*
- *Having good conversations about work and health*
- *Are you telling or teaching. Lessons from educational psychology (PPA network)*

4.0 Audience engagement

Facilitating positive audience engagement is at the heart of a successful session. The tips below can assist you to ensure that you and the audience get the best experience from your session.

- Consider how to make the purpose of your session obvious from the outset. The session title and summary should be engaging and help delegates to understand what to expect, who they could connect with, and how they might benefit from attending. Consider the diversity of facilitators in relation to the discussion
- Consider how you will promote your session e.g., using your networks alongside the usual conference channels.
- The audience may be varied and is likely to include people who do not work in your area. Make sure any technical language or abbreviations are explained or minimised.
- Plan how you will start the session and welcome delegates. Plan to encourage and provide opportunities for attendees to share their experiences/views, connect or ask questions.
- Decide how you will manage questions. Pre-determine who will answer any contentious questions that might be raised.
- Plan how you will end the session. For example, with a take home message, or asking the audience to identify a relevant action.
- Consider how you can create opportunities that continue learning and networking post-conference, perhaps highlighting links to relevant networks or resources.

Please note the following guidance in line with the [CSP conference code of conduct](#):

- Challenging content and an innovative delivery style is always welcome at the CSP annual conference. However, speakers should note that this does not extend to the use of derogatory language or comments, or the criticism of identifiable individuals or groups.

- On the rare occasions when speakers (facilitators or delegates) appear to fall foul of this guidance, facilitators should interject at the earliest possible time and seek to either redirect the speaker, request clarification of the point or, if necessary, remind them of the guidance above.
- Facilitators are asked to remember that they are addressing an audience of professionals and, although expressing their own views, they are appearing as part of a Chartered Society of Physiotherapy event, and as such, their actions reflect on the Society.
- Networking sessions are not to be used for marketing opportunities for new products.

5.0 Submission Requirements

Networking sessions can be sponsored by professional, diversity or regional networks and CSP staff. We recommend the session lead completes the submission form. The person who completes the submission will receive all communications about the session from the conference team. If anyone else is completing the submission, they must have agreed this with the session lead and identify the lead on the submission.

Please complete all sections of the form:

- a) Session title (max 10 words)
- b) Purpose or objective(s) (max of 2)
- c) Does this networking session link to an existing session at conference? (If yes, please provide the session title).
- d) Session Summary: a brief overview of the session around 3- 4 sentences in length. This should describe the topic and what delegates should expect. For example, this session is an opportunity to connect with peers and to ask questions in an informal setting about topic X. This summary will form part of the conference programme.
- e) Session plan: outline how your session will be run, including the role or contribution of facilitators and plan for audience engagement. Set out timings with 1-2 sentences explaining simply what you have planned e.g.,

5 mins: Facilitator 1: Welcome and introduction

10 mins: Facilitator 1: Topic point 1, plan for audience engagement

10 mins: Facilitator 2: Topic 2, plan for audience engagement.

5 mins: Facilitator 1: Key take away message. Link to network.

Section 2 - 5: Facilitators

Details are requested for all facilitators. Agreement to take part must have been obtained from all those named in the submission. We welcome facilitators from any part of the physiotherapy workforce, from different professional backgrounds and sectors, with diverse and lived experience appropriate to the topic.

The following details about each facilitator need to be included at submission:

- Title
- First name
- Last name
- Job title / Role: *if you have more than one job title/ role, please choose the one you think is most relevant to the session that you are delivering.*
- Affiliation/ Organisation
- Primary Email Contact
- Telephone contact (lead facilitator)

Section 6: Declaration: Affirmation/Consent

As submitter of this networking session, you confirm that:

- you accept responsibility for the accuracy of this submission.
- all co-facilitators are aware of and agree to the content of the submission and support it.
- the submitter accepts responsibility as the contact person for all correspondence about the submission and to share information with all facilitators about its status.
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in CSP Annual Conference 2025, its proceedings or other conference publications.
- for all studies involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and informed consent given where appropriate.
- that where possible, any data which allows the identification of individuals that feature within the submission has been removed and that for anyone who is or may be identifiable in the submission, they have given their consent for their data to be included and for it to be published by the CSP.
- the work is original, except for extracts from copyrighted works used with permission from the copyright holders, and that it does not infringe upon any copyright, proprietary, or personal right of any third party.
- you have identified any potential conflicts of interest e.g. financial interest in products or processes described in the submission, stock ownership, membership on an advisory board or board of directors, or other substantive relationships.
- networking sessions will not to be used for marketing opportunities for new products, equipment or organisations, nor to refute or denigrate competitors' products.

On behalf of all facilitators, I hereby consent to the transfer of copyright of the submission presented at CSP Annual Conference 2025 to the CSP to publish electronically and in other formats (e.g. conference website, programme, print materials). The author retains the right to publish their research elsewhere, or use the research for personal use, or as part of their work, providing it does not

compromise the CSP's copyright. The CSP does not assume any liability or responsibility for publication of any submitted abstracts.

On behalf of all facilitators, I hereby consent to have authors' names, affiliation and biographical material used in connection with the publication of our work.

On behalf of all facilitators, I give permission for the CSP to process my data for the purpose of submission review, selection and session and conference promotion.

For further information on how the CSP manages your information please see our [Privacy Policy](#) or email data.protection@csp.org.uk

Please ensure you have submitted your completed version by the deadline:

31 March 2025 at Midday