



Chartered Society  
of Physiotherapy

# Symposium and Workshop Session Guidelines

CSP ANNUAL CONFERENCE

# Contents

1.0 Introduction.....	2
2.0 Important dates .....	2
3.0 Focused Symposium.....	2
4.0 Workshop Sessions.....	3
5.0 Conference Theme.....	5
6.0 Submission requirements.....	5
7.0 Selection Process.....	7
8.0 General Information.....	8
9.0 Consent, permissions, and copyright .....	9
10.0 CSP support .....	10

## 1.0 Introduction

Thank you for your interest in the CSP annual conference. The 2025 conference will be a 3-day event in South Wales from the 20 – 22 November 2025. The 20 November will be the CSP Student Conference. All presenters are expected to attend and speak in-person, delegates may attend in-person or online.

The CSP conference is open to the whole physiotherapy workforce and professionals from the health and social care workforce. It covers topical issues, the latest innovations, and evidence from research and quality improvement activities to inspire, inform and enable the physiotherapy workforce. The longer workshop and symposium sessions which allow more focus on a topic are a key part of the conference.

Our 2025 conference theme is: ***Future Directions in Physiotherapy*** and we will explore this from different perspectives in our four conference streams. This guide is designed to provide information about everything you need to know about delivering a symposium or workshop session. Please read it before making a submission.

All submissions must be made via the [online submission system](#).

For any questions, please contact the conference team at: [conference@csp.org.uk](mailto:conference@csp.org.uk)

## 2.0 Important dates

**Conference dates:** 21 – 22 November 2025

**Symposium and workshop submission opens:** 2 December 2024

**Symposium and workshop submission deadline:** 17 February 2025

**Notification of outcome:** Week commencing 3 March 2025

*Please note, if successful you will be required to accept and confirm your commitment to delivering your symposium within 7 working days of notification.*

## 3.0 Focused Symposium

### 3.1 Aim

Symposium sessions provide an opportunity to draw out and explore a specific topic in more depth with the audience. The format enables a panel of presenters to share different perspectives on the same topic. The delivery should include regular and lively interaction to engage the audience in conversation that could drive innovation, improvement and change.

### 3.2 Leading a symposium

Each symposium is led and co-ordinated by a session chair. The chair is often a recognised expert in the field. The chair has the responsibility for:

- inviting presenters, who have expertise and experience/lived experience. We allow for a maximum of four people on a symposium panel, that is the chair plus up to three presenters. Only if the symposium is a debate format can this be extended to a chair plus four presenters (two from each perspective).
- identifying any symposium linked learning e.g., questions for reflection, key paper, video, podcast, policy summary etc.
- ensuring that presentations are evidence-based and allow for critical reflection.
- facilitating audience engagement,
- drawing out and summarising the key take-home messages, and potential challenges for the audience.

### 3.3 Symposium format

A symposium can last for 60 minutes.

It needs to be structured to deliver a coherent session with speakers working collaboratively. For example, a typical session would include

- an introduction by the chair.
- short presentations from presenters with different perspectives.
- a focus on building audience engagement e.g., discussion or debate with the audience around the topic, responding to questions, use of polls/ voting.
- a closing summary by the chair with clear messages or actions to take away.

Possible structures could include:

- discussing the latest findings and innovations in a specific field from different perspectives e.g., research, practice, education.
- drawing upon experiences of people from different parts of the health and social care workforce, with diverse experiences or at different career stages.
- inclusion of the patient/client/learner perspective as applicable.
- discussion focused on conflicting or challenging evidence.
- debating a controversial aspect of physiotherapy and potential ways forward.
- exploring models of service delivery e.g., including cost-effectiveness, implications for workforce skills and settings, collaboration, use of technology, leadership, and/or policy implications.
- examining approaches to physiotherapy considering diverse populations and/or different geographical areas.

## 4.0 Workshop Sessions

Workshop sessions are informative, interactive sessions which provide opportunities for engagement, participatory and collaborative learning focused on a topic. They often focus on issues related to application or implementation. Each should have clear purpose and objectives, a planned structure and aligned content that contributes to achieving the session objectives.

## 4.1 Leading a workshop

Each workshop is led and co-ordinated by a session chair. The chair has the responsibility for

- inviting session facilitators, who have expertise and experience/lived experience in the area. We allow a maximum of 4 facilitators. So, the panel would consist of a chair plus 3 facilitators.
- incorporating interactive elements throughout the workshop e.g., small group discussions or activities, demonstrations, case study scenarios.
- identifying any linked learning e.g., questions for reflection, further reading, videos, handouts, upcoming events or other key resources to support practice.
- facilitating audience engagement, handling sensitive topics and discussions with empathy and professionalism.

## 4.2 Workshop formats

A workshop can last for 60 minutes. Delegates will be seated at small tables to facilitate collaborative learning. It needs to be structured to allow the session objectives to be achieved.

For example, a typical session would include:

- welcome by the chair and invitation to audience to introduce themselves to others seated at their table.
- different sections, a mix of brief presentations with interactive participatory exercises and time for questions.
- use of tools to support the session e.g., handouts, flipchart/ pens
- a closing message from the chair with actions to take away

Possible structures could include

- small group work activities addressing challenges and opportunities for implementation of knowledge or evidence-based guidelines regarding best practice.
- case study-based learning to facilitate peer discussion, sharing experiences, reflection and learning.
- raising awareness of innovations in practice, new skills and techniques through practical demonstrations with opportunities to discuss and ask questions.
- engaging and involve delegates in activities to gather insight, promote cross-pollination of ideas or constructive dialogue about a key topic e.g., around areas of changing practice, to shape future research or policy, service development or education.

## 5.0 Conference Theme

The conference planning group are inviting proposals for a symposium or workshop that addresses our theme ***Future Directions in Physiotherapy*** from one of the following perspectives:

### **Transformational Technology**

Rapid developments in technology are transforming physiotherapy education, research and practice from diagnostics to delivery of care. Here we discuss healthcare technologies in physiotherapy with an open mind but critical eye, considering AI, simulation, remote-monitoring, virtual-reality, rehabilitative and assistive technologies including robotics. Key topics include benefits and costs, and issues to be considered for adoption such as access, user experience, safety and impact on the physiotherapy workforce.

### **Active Lives**

More people have work-limiting health conditions than ever before, including musculoskeletal, cardiovascular, pain and mental health conditions. Further action is needed to tackle inequalities that affect physical activity levels. This stream focuses on the approaches that assist people to take part in work or education; that build function and fitness, support exercise and physical activity across the lifecourse to improve health and well-being. It investigates innovative and collaborative ways that improve outcomes, working across specialties and settings, including in the NHS, private and third sectors.

### **Rehabilitation Challenge**

The demand for rehabilitation is increasing, as more people in the UK live with multi-morbidity and major conditions, including neurological, orthopaedic, developmental and cardiopulmonary conditions. This stream explores the knowledge and techniques that equip physiotherapists to screen, assess and manage people with complex and co-morbid conditions. It also considers research and the latest evidence about complex integrated rehabilitation following life-changing illness, trauma or planned surgery.

### **Future Workforce**

The physiotherapy workforce is growing. Career pathways are expanding, and more people work in blended and extended roles. This theme focuses on evidence about learning and development principles, educational approaches, leadership skills and regulatory frameworks that invest in the current and future workforce. Areas for discussion include how we create inclusive, high-performing working environments, balance general and specialist physiotherapy skills, as well as the specific support needed at career transition points such as moving into enhanced, leadership or educator roles and integrating internationally educated physiotherapists into the UK workforce

## 6.0 Submission requirements

In most cases the session chair completes the online submission form on behalf of all the presenters. Please complete all sections. If anyone else is completing the

submission, they must have agreed this with chair and identify the chair on the submission. Please note it is the **submitter** who will receive all communications regarding the outcome of the submission.

## 6.1 Session content

1. Please select the session type: symposium OR workshop
2. Conference theme. Select the one conference stream your session best connects to; note you can select only one.
3. Session title (max 10 words)
4. Learning objective(s) (max of 3). Make the objectives of your session clear to the audience to help them understand what knowledge and/or skills they might develop by attending.
5. Session Summary: a summary paragraph, approximately 3 sentences in length, describing the subject of the session and its relevance to physiotherapy. This summary will form part of the conference programme if your application is successful. Please write clearly and remember the audience may not be specialists in your field so avoid jargon and multiple abbreviations.
6. Implications: describe the potential impact and outcomes for the audience (max 100 words)
7. Key References (max. 250 words, up to 3, Vancouver style)
8. Suggested learning resources: These are resources that you can highlight to delegates attending your session to increase its impact. Delegates can choose to access these pre or post attendance to maximise their learning. For example: a key paper, video clip, infographic, standards, policy summary, some questions for reflection, website link. (Max 3 items).
9. Session plan: Set out the proposed timing and the names of each session presenter with 1-2 sentences giving a title and describing the focus of each presentation to demonstrate its contribution or role within the session. Include in your plan the timing and a brief description of your proposed type of audience engagement and its focus.  
  
For examples of previous symposium and workshop session plans please see the Appendix.
10. Funding or sponsorship acknowledgments e.g., Professional Network
11. Previously presented – Yes/No. (f Yes details will be requested of where and when, max. 50 words)

## 6.2 Chair and Presenter Details

Details are requested about the session chair and all presenters. Agreement to take part must have been obtained from all presenters named in the proposal. We welcome submissions that include presenters from any part of the physiotherapy workforce, from different professional backgrounds and sectors, from underrepresented groups, and with lived experience appropriate to the topic.

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

- Title
- First name
- Last name
- Job title / Presenter Title
- Institution/ Organisation
- Primary Email Contact
- Alternative Email

If your symposium application is successful, we will request all presenters to confirm their details and provide some further information e.g., a brief biography.

## 7.0 Selection Process

The symposium and workshop review group will consider all applications that comply with the guidelines and deliver against the following principles. The weighting for each section is highlighted below.

**Explore (10%):** The session *explores one or more* of the following related to the theme:

- recent evidence, skills, innovations and/or methods, standards or guidelines in the literature or an area of practice.
- areas of uncertainty or controversy related to physiotherapy approaches and health outcomes for people and populations.
- approaches tailored to different populations, in different settings or sectors, or geographical areas, including nationally and internationally.

**Inspire (25%):** The session is well structured, is likely to *inspire* through having a clear purpose and **at least two** of the following:

- clearly stated objectives.
- individual presentations from different perspectives that are linked to build a whole 'big picture', to create insight and knowledge.
- a focus on translating evidence into practice, addressing challenges and building skills and knowledge about ways forward.
- opportunities for participants to discuss, contribute, shape and inform future physiotherapy research, education or practice.

**Connect (20%):** Delegates are likely to *connect* with the session as it has:

- a clearly defined topic and audience.
- is likely to interest delegates from both within and outside of a single specialist area.
- is inclusive, considering the diversity of the population and the physiotherapy workforce, including under-represented groups.

**Include (20%):** The proposal *includes* a chair and panel that:

- considers the guidelines related to symposium or workshop panel size.



- ii. includes presenters that have appropriate experience and/or expertise related to the topic being considered.
- iii. includes presenters with complementary skills/ experience to address the subject from a range of perspectives.
- iv. has at least some members with previous experience of presenting and delivering education sessions / courses, workshops or research.

**Impact (25%):** The programme will make an *impact* by including all the following;

- i. opportunities for interaction, exchange, and dialogue with the audience and different physiotherapy communities, enabled by the session structure and tools.
- ii. clear take home messages
- iii strategies of how to enact learning, effect or implement change.
- iv links to resources that can support further professional development.

## 8.0 General Information

1. All presentations must be made in plain English, with technical terminology and jargon explained.
2. Please note that workshop and symposium submissions do not affect abstract submissions.
3. All conference presenters are expected to register, attend conference and speak in-person.
4. Workshop and symposium session chairs and presenters will be offered complimentary entry to the conference for the day they are presenting. Please note, no other expenses will be offered.
5. The conference planning team will make the decision about the session day and time.
6. If you wish to seek a private sponsor for your symposium or workshop, please email [conference@csp.org.uk](mailto:conference@csp.org.uk) to inform the planning group of this. This does not include professional network sponsorship.
7. Presenter numbers: Excluding the chair, a maximum of three other presenters are suggested (panel of 4), for a debate a maximum of 5. If you wish to add another presenter, please discuss this with the conference planning group: [conference@csp.org.uk](mailto:conference@csp.org.uk)
8. Proposals should address the current evidence, areas of controversy in the literature, implications for practice and the need for further research. Any reference to personal experience or hypotheses should be labelled as such.
9. All research and studies that involve human participants and animal subjects included in submitted proposals must comply with ethical principles and legislative approvals and permissions.
10. Language that could be considered biasing or discriminatory in any way should not be used. We suggest using “people-first” language e.g., a person with a stroke rather than a stroke patient. We also recognise that this is not a ‘one-size fits all’ solution, that language and societal norms are always evolving and for some populations ‘identity first’ language is preferred e.g., the Deaf community.
11. Presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. Any source of funding for the work being presented

- should be acknowledged. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
12. The CSP conference planning group may invite chairs and presenters to contribute to other congress programming sessions, such as poster walks and chairing abstract sessions. Chairs and presenters are expected to comply with all reasonable requests.
  13. Consideration will be given to symposium and workshop sessions that support inclusion, as appropriate, of less experienced presenters.
  14. The CSP conference is a hybrid event. Sessions will be recorded and streamed. Any recordings of PowerPoint presentations made available online will be in PDF format; original PowerPoint files will not be published.
  15. The author(s) retain the right, after presentation at the congress, to subsequently include the work in articles, books, or derivative works that he/she authors or edits provided said use does not imply the endorsement of the Chartered Society of Physiotherapy
  16. Guidance on presentation format will be provided separately to successful submissions.
  17. Successful chairs and presenters will be asked to promote their involvement in the CSP conference through communication channels available to them.
  18. Symposium and workshop sessions are not to be used for marketing opportunities for products, equipment or organisations, nor to refute or denigrate competitors' products.
  19. Descriptions of each session will be published in the conference programmes, on the CSP's website and in other promotional material.
  20. The placement of the symposium or workshop within the programme will be determined by the CSP conference planning group to ensure the best fit with the overall conference. Any requests for specific times cannot be guaranteed but will be considered.
  21. Any changes to an accepted session must be submitted for review and approval.
  22. On request, a meeting to support the session development or collaboration amongst speakers can be facilitated by the conference planning group and this is actively encouraged.
  23. All decisions of the conference planning group are final.

## **9.0 Consent, permissions, and copyright**

In submitting a proposal, you must confirm that:

- you accept responsibility for the accuracy of the submitted proposal and understand that the content cannot be modified or corrected after the submission deadline and that the summary will be published exactly as submitted.
- all presenters are aware of and agree to the content of the proposal and support the proposal presented.
- you accept responsibility as the contact person for all correspondence about the proposal and to share information with co-presenters about its status.
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in the CSP Annual Conference programme, its proceedings or other related publications.

- for all studies involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and properly informed consent given where appropriate.
- anyone who is identifiable in the presentation has given their consent to be included.
- 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 and declared this e.g. financial interest in products or processes described, stock ownership, membership on an advisory board or board of directors, or other substantive relationships

**On behalf of all presenters the submitter will confirm:**

- a) Transfer of copyright of the session proposal material presented at the CSP Annual Conference the CSP to publish electronically and in other formats (e.g. conference website, programme, print materials etc.).
- b) 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.
- c) Consent to have authors' names, affiliation and biographical material used in connection with the publication of your work

## 10.0 CSP support

The CSP offers a range of support to all types of sessions and presenters. If you have any questions, please contact [conference@csp.org.uk](mailto:conference@csp.org.uk)

### 10.1 Meet with our Programme Lead

If you would like support or further information on how to develop a symposium or workshop session, you can schedule a meeting with our Programme Lead. Email us on the email address above and we will schedule a convenient time throughout January and February.

### 10.2 Funding

We understand that some of our members face financial and other barriers to attending our annual conference. For this reason, the CSP will provide up to four free tickets for symposium or workshop presenters, for the day you are presenting only.

If you require additional funding support, you may be eligible to apply for funding through the Widening Participation Award. Please visit the CSP website for further information around funding opportunities.

## Appendix: Session Plan examples

### Focused Symposium Plan

#### **Title: Improving access and benefit of physiotherapy for people experiencing homelessness**

##### **i) 10 mins: Chair (Name): Introduction and background:**

Broadly introduce what is known in the literature about homelessness, health and health access and why this topic is important to the physiotherapy community.

##### **iii) 5 mins: Audience interaction 1: For the audience to find out more...**

Facilitated by the chair, online audience participation software will be used to engage the audience, stimulate debate and encourage dialogue. Used via smart phones, this tool enables audience members, regardless of their confidence levels for public speaking, to engage in discussions and will allow us to generate a bank of questions through the session from the audience to be asked of the panel members.

##### **ii) 10 mins: Presenter 1 (Name) and Presenter 2 (Name): Discussing the lived experience of accessing physio when housed, homeless and navigating the justice system:**

Delegates will listen to a conversation between an expert who has lived experience of homelessness and a physiotherapist with many years' experience of working in a specialist health centre which served people who were homeless and working in deprived communities. They will discuss the challenges people experiencing severe and multiple disadvantage face navigating physiotherapy from the patient and clinician perspective, covering barriers and facilitators to good care.

##### **iv) 5 mins: Presenter 3 (Name): Harnessing physical activity as a tool for health gain in people experience homelessness: a mixed methods systematic review.**

This will share the findings of our systematic review (In press British Journal of Sports Medicine), which explores the worldwide evidence of physical activity interventions for people experiencing homelessness and how these interventions have been found to impact health and wellbeing of this marginalised population.

##### **v) 8 mins: Presenter 4 (Name): Putting the evidence into practice: Physiotherapy-led exercise programmes to address frailty and poor physical health in people experiencing homelessness:**

This will describe the frailty-focussed exercise programme the presenter runs in services for people experiencing homelessness and will share her research findings of the programme's effectiveness.

##### **v) 15 mins: Audience interaction part 2: Q&A with panel members:**

Using the audience submitted questions that will have built up during the presentations, plus questions from the floor the chair will facilitate a discussion with panel members.

##### **vi) 5 mins: Chair: Close and Key Messages to take away:**

The chair will sum up the key messages generated from the discussion and encourage audience members to leave the session feeling empowered to make change in their places of work to improve access and benefit of their services for people experiencing homelessness and other groups experiencing severe and multiple disadvantage.

## Workshop Session Plan Examples

**Title: How do we establish competency in injection therapy?**

**8 mins: Chair (Name) Welcome and background.**

Whilst there is clear guidance on how post graduate injection therapy training should be delivered, there is no existing agreement / guidance on how physiotherapists can demonstrate their ongoing capabilities following initial injection therapy training. This session will explore the issues around capability / competence in injection therapy and propose a draft capability framework for comment.

**15 mins: Facilitator 1: (Name) Current UK Injection Therapy practice**

Audience interaction 1: ask audience to share own experience of injection therapy practice and routes to competency and how it can be evidenced e.g. in small groups or with another delegate  
Present preliminary findings of survey of current UK practice of Injection therapy capability / competency development post initial injection therapy training.

**10 mins: Facilitator 2: (Name) Draft proposal for Injection Capability Framework**

Propose an injection therapy capability framework for multi-professional MSK practitioners that can provide guidance to MSK clinicians, service providers, clinical leads, and commissioners on the core capabilities and evidence that should be expected from existing injection therapists and their employers, following their qualification. Present proposed framework.

**20 mins: Audience interaction part 2:** facilitated group discussion and consultation. Engaging and involving individuals and seeking responses to questions in turn about different sections of the proposed Injection Capability Framework. Considering what are the challenges and opportunities for implementation and next steps.

**7 mins: Chair: Close, Key Messages to take away.**

**Title: Developing research pillars to meet HCPC standards: opportunities for all**

**5 mins Chair (Name): Welcome and introduction**

The chair will introduce the session and objectives: i) To be able to explain the importance of research for meeting HCPC standards of proficiency and drive the AHP research strategy. ii) To have a personal plan for developing your own research pillars. iii) To have ideas to implement to change culture and enable research to be embraced in clinical practice

**5 min Chair (Name): Audience Interaction 1, What does research look like now**

Using Mentimeter (or post-it note and flipchart) delegates will be asked to reflect on what research looks like to them. For example, respond to questions about their own level of knowledge and confidence meeting research pillar standards of proficiency.

**10 mins Facilitator 1 (Name): Why is the research pillar important?**

Brief Power point presentation: Present survey re the four pillars of practice and how most clinicians are not meeting the research pillar. Present the expectations about research in the new HCPC standards of proficiency. Remind people about the AHP Research strategy and main aims

**15 mins Facilitator 2 (Name) Audience Interaction 2: Group work**

Generate and share ideas for building: i) Capacity and engagement of the AHP workforce community, to implement research into practice; ii) Capability for individual delegates to undertake and achieve excellence in research and innovation activities, roles, careers and leadership; iii) Context for AHPs to have equitable access to sustainable support, infrastructures and investment; and changing Culture

for AHP perceptions and expectations of professional identities and roles so that “research is everybody’s business”. Use padlet/ interactive whiteboard or post-it notes and flipchart to collect.

**10 minutes Facilitator 3 (Name) and Facilitator 4 (Name): Developing research pillars**

Two brief Power point presentations sharing learning from innovative and practical projects that support the development of AHP research skills and activities.

5 mins Facilitator 3: The Research ABC project

5 mins Facilitator 4: The Critically Appraised Topic (CAT) process

**10-minutes Chair and panel, Audience Interaction 3: Group Discussion**

Revisit mentimetre questions and objectives. Group Feedback Questions and Answers

What could research now look like for you?

**5 mins: Chair: Close, Key Messages**

Highlight links to key resources to support delegates.