Activity description

- Many PAH patients and their carers enjoy meeting to share their experiences
- Conferences provide a good opportunity to present the IPCS findings and the Time to Talk materials

Target audiences

- Your members
- Healthcare professionals with an interest in PAH
- Relevant support groups (e.g. carers’ groups)
- Relevant media – see full list of relevant media in ‘Media launch’ section

Key considerations

- Small meetings do not have to be costly and it is possible to ask attendees for a small fee to cover basic costs
- Choose a convenient location with good transport links, which is accessible for people with different levels of ability; e.g. Hotels
- Offer a range of speakers, including healthcare professionals, representatives of your organization, patients and carers
- Potential topics could include:
  - presentation of the IPCS findings
  - what is being done to address the issues raised in your country
- Hold workshops on specific topics and offer attendees the opportunity to use the dialogue tools and to provide feedback
- Offer an exhibition area to companies with relevant products/services – charge a small fee for this
Key steps

- Define the aims of your conference and develop an outline program
- Identify a suitable venue and book a date for the event
- Approach potential speakers and finalise the program
- Post an advance announcement on your website (two to three months before event)
- Send confirmation and briefing notes to all speakers

Top tips

- Keep it simple. You can always build on your initial experiences for future events
- Meet with your team regularly and develop checklists to ensure no detail is forgotten
- Suppliers such as hotels sometimes offer a discount to patient support groups – don’t be afraid to ask

Check number of attendees and confirm all details

Approach potential exhibitors

- Produce an information pack for attendees. Include a short evaluation form asking for feedback
- On the day, ensure that you have plenty of helpers available
- Soon after the event, meet with your team to discuss what worked well and what could be improved

Distribute details of the event to members and to other relevant stakeholders, including media

Co-ordinate visual materials. Consider recording the event (this can be uploaded to your website after the event)