

RCN EVENTS

Criteria for selecting a suitable venue for The RCN annual international nursing research conference

LAST UPDATED July 2010

The RCN annual international nursing research conference is the annual conference of the RCN Research Society, and is a key opportunity for all nurses and other health care professionals to share their research through either poster, oral, workshop or symposia sessions. Usually three invited keynote speakers also contribute towards the conference programme.

The RCN Research Society Steering Committee is open to recommendations as to where the conference should be held and welcomes proposals from Research Society members and their employing institutions to host the conference in their locality. Proposals which are collaborations with local partners are particularly welcome.

The criteria which should be followed when considering the possibility of hosting the conference in a particular area is as follows:

Days of conference:	3 days (avoiding two weekend days)
Time of year:	Sometime between March and May (avoiding UK holidays)
Plenary Room:	Main plenary room must be able to seat a minimum of 450 delegates - available for all three days
Concurrent Session Rooms:	10 - 12 rooms must be available for concurrent sessions. A range of rooms able to seat between 40 and 60 (either flat floored or tiered seating)
Other rooms:	An additional 2/4 rooms are required for speakers to prepare, conference organisers base, networking to take place, etc.
Poster/Exhibition areas:	Space must be available to adequately locate 40 poster boards together with up to 12 or more exhibition stands (3 x 3 m each).
Catering:	Menus must include healthy options. Refreshment breaks (i.e. teas and coffees) must be served within the poster and exhibition area and ideally lunches should be served in this area too. Additional provision for lunches must be available within the vicinity of lunchtime fringe events.
Registration area:	The registration area must be centrally located to the main plenary room, concurrent session rooms, and the poster and exhibition area.
Cyber-café	Facilities for approximately 8 -12 PC's must be provided or accommodated
Accommodation:	A wide range of accommodation should be provided, including ensuite and standard bedrooms either by using a number of local hotels, or within a university/ hospital complex. (250 bedrooms)
Evening entertainment:	A varied and inclusive social programme is provided on each night of the conference. This may include a conference dinner which would require: * a venue able to seat a minimum of 200 people, and the dinner is waitress/waiter served. *a reception area, suitable for pre-dinner drinks located outside the main dining area, *a dance floor area, preferably located within the main dining area
Miscellaneous:	The venue must be easily accessible by both rail and air. Local eateries must be within walking distance or easily accessible via public transport

Locations for recent and future RCN annual international nursing research conferences:

2007 - Dundee
 2008 - Liverpool
 2009 - Cardiff
 2010 - Gateshead
 2011 - Harrogate
 2012 - open. Deadline for 2012 proposals is 30 September 2010.

If you are interested in hosting the conference within your location, please contact Ann McMahon, RCN Research & Development Adviser and Manager, R&D Co-ordinating Centre, email: ann.mcmahon@rcn.org.uk

If you wish to discuss any of the above further, prior to submitting your proposal, please contact: Kathryn Clark, Royal College of Nursing, 20 Cavendish Square, London, W1G 0RN or email: kathryn.clark@rcn.org.uk