



Royal College *of*
Emergency Medicine

Royal College of Emergency Medicine
Study day proposal guidance

What is a study day?

A study day is a one day event which covers a particular topic of importance for the EM workforce. The Royal College of Emergency Medicine runs approximately 40 study days per year covering a broad range of topics, both clinical and non-clinical. Study days can be put forward by any EM clinician, whether they have events experience or not. The RCEM events team will be on hand throughout the process to support the clinical programme lead and make the process as smooth as possible.

Who attends study days?

Study days are open to all clinicians, regardless of what stage of their career they're at, although some will have content targeted at a particular group. Both members and non-member of the College can attend.

How are study days held?

The majority of our study days are held virtually. Since 2022, virtual study days have consistently had a higher level of attendance and have proven more accessible for delegates from all backgrounds to attend. Offering the event virtually also allows for delegates to catch up with content for nine months post event and means we can reopen for registration for on demand only delegates. Feedback levels have remained consistent with face to face events so we are confident this does not affect delegate satisfaction levels. As well as live virtual events, we are also looking to introduce on demand only study days, with pre-recorded collated content on a specific theme.

We have decided not to offer hybrid study days as, to date, all planned hybrid study days have had to be moved to virtual only due to low face to face take up.

If there is a particular reason why you want to hold a face to face study day – for example if it has practical, hands on group work elements, built into the programme – please do include this on the proposal form and we can consider the request. Please note, networking and group sessions can be accommodated via our virtual event platform.

How does the College decide what study days to run?

Each summer we ask clinicians to submit event proposals for the following year by completing our study day proposal form. The form asks you to provide details about what the event will cover, who will be involved in it, how it meets the RCEM curriculum and how the event can be marketed.

Once we have received the proposal forms, these are reviewed by the College's Educational Resources Committee. The criteria for review can be found below. Each proposal is scored against the criteria and those which score high enough are invited to run their event the following year.

What are we looking for in a proposal form?

There are several key things which we look for in a successful proposal:

1. Level of detail on the form

Whilst we appreciate that all details may not be confirmed, the more information you can include on your proposal, the better. A complete programme with details of what each session will cover is essential. A list of speakers should also be provided, even if they have not yet confirmed, so we can understand who is delivering the event and what their current role and experience is.

2. The breadth of appeal

We want to make sure our study days are suitable for as many emergency medicine clinicians as possible. We will use the event summary, learning objectives and programme to consider how broad the appeal of the proposal is and how many clinicians we think it is relevant to.

We will also consider if similar events have been held in the past and, if so, what their delegate satisfaction levels, registration rates and profitability were. Events which have not been profitable previously will not be approved without significant changes to the programme.

3. Curriculum coverage

In line with [RCEM's Corporate Plan 2024 - 2026](#), we aim to provide pertinent and current learning opportunities to support and propel career development within Emergency Medicine. As such, we try to cover as much of the RCEM curriculum as possible through our study day programme. Please consider how your programme meets the curriculum and make sure you list all the SLOs it meets, as well as the GMC revalidation domains.

4. Equity, diversity and inclusion

We want our event faculties to be as representative as possible of the diverse EM workforce. When putting your programme together, please think about whether you have speakers from a wide range of backgrounds. Those events submitted with speakers from predominantly one demographic will be asked to reconsider their faculty. If you need any help in sourcing speakers, please do let us know and we can assist in searching for speakers from our networks and contacts.

You can see more information about this on our webpage [Information for Speakers](#).

5. Interactivity

We know from delegate feedback that sessions with high levels of interactivity are the most popular. Please consider how you can make your programme as engaging as possible by including polling, case based sessions or panel discussions as well as standard presentations.

The proposal form can be filled out online and the deadline for submissions is **Wednesday 17 July 2024**.

Proposal review

Once all proposals have been received, copies will be sent to members of the Educational Resources Committee for review. When reviewing, the following criteria will be considered:

- How complete is the form?
- How relevant is the content to EM in general?
- How many SLOs and GMC domains does the programme cover? Alternatively, how does the programme deliver strategic aim 2 from the [RCEM Corporate Plan 2024 - 2026](#)?
- How diverse is the event faculty?
- How interactive is the programme?

Each of these criteria will be marked out of 5, with 1 being poor and 5 being excellent. An average score will then be taken from all reviewers and the events will be ranked from highest to lowest scoring. The reviewers will then meet to discuss each proposal in turn before making a final decision on whether to run the event.

What happens next?

Once a study day has been approved, a date will be set for the following year and you will be asked to sign an event agreement. This agreement sets out the roles and responsibilities for you as the programme lead and for the events team. Once this has been signed, work on the study day will begin approximately six months prior to the event date. At this stage, your designated events team lead will be in touch to start the organisation process.

Time commitment

To give you an idea of how much time running a study day takes, we have put together the below timeline from submitting your proposal through to holding the event.

Task	When	Time
Completion of proposal form	Summer 2024	2-3 hours
Confirmation of date and event agreements	Autumn 2024	1 hour
Initial programme review and kick off call	6 months from event date	2 hours
Speaker invitations and liaison	6 months from event date	2 hours
Catch ups with events team	From 6 months out until event date	30 mins weekly or a longer catch up once a month
Marketing activity	From 6 months out until event date	30 mins weekly or set aside a longer period of time to do multiple marketing activities at once
Event rehearsal	2 weeks pre event	1 hour
Event day	Event date	1 day

Once the study day has opened for registration, your events team lead will contact you on a weekly basis by email. These emails will contain an update on registration numbers, what we are doing for the event that week and anything we need you to do. The time factored in for catch ups with the events team can take the form of weekly responses to those emails or monthly catch up calls, whatever works best for you.

Examples of what we'll need your assistance with include passing on speaker details, confirming chairs and moderators or reviewing RCEM SLO and GMC domain coverage once the final programme has been confirmed.

For marketing activity, please factor in some time throughout the event journey to assist in promoting the event – which is a joint responsibility for both you as the programme lead and the events team.

Examples of how you could market the event including posting on social media about the study day, creating a short promotional video or emailing a flyer to your networks and colleagues. The events team will be on hand throughout the process to support you and can provide guidance and marketing collateral where needed.

Please note, these are approximate times and this may vary depending on the specifics of your study day.

Questions and drop in sessions

If you have any questions about the proposal process, how to complete the form or about running a study day generally then we would love to hear from you. We'll be holding drop in sessions on the following dates to answer any questions you may have:

Wednesday 12 June at 11:00

Wednesday 3 July at 15:00

If you can't make any of these, or would prefer to chat privately, then please email events@rcem.ac.uk or call 020 3931 0700.

We look forward to receiving your proposal.