



GoPI3Ks Policy & Procedures: Engaging External Speakers at Events

Charity No: 1176289

Introduction

GoPI3Ks recognises the significant value that external speakers bring to our charity events. The involvement of experts—especially those with experience in PIK3CA-Related Overgrowth Spectrum (PROS)—provides crucial insights and support to service users, families, and professionals who engage with our charity. This policy sets out our approach to selecting, inviting, and managing external speakers across all event formats including in-person gatherings, online webinars, workshops, conferences, and family weekends.

Objectives

The key aims of inviting external speakers to GoPI3Ks events are to:

- Ensure diverse and inclusive representation.
- Cover a broad range of topics relevant to our community.
- Facilitate meaningful connections between experts and families living with PROS.

Procedures:

1. Speaker Selection Process

- Speakers will be chosen based on expertise, topic relevance, and ability to effectively engage our audience.
- Suggestions from the community are welcomed; however, final decisions rest with the GoPI3Ks trustees.
- Any associated costs must be carefully reviewed to ensure they align with budgetary considerations.
- All external speakers must uphold the values and objectives of GoPI3Ks and adhere to our privacy and safeguarding policies.

- Background checks will be carried out to ensure the speaker's public profile, affiliations, and values are consistent with those of GoPI3Ks.

2. Invitation Process:

- Invitations will be issued via letter or email, clearly outlining event details, expectations, and logistical considerations.
- Information regarding speaker fees or reimbursable expenses will be included.
- A response deadline will be specified to ensure adequate time for planning travel, accommodation, and scheduling.

3. Agreement of Attendance:

- Upon acceptance, the speaker will be required to sign a formal agreement confirming participation.
- Speakers will be asked to submit the title and a brief summary of their talk for promotional purposes, with permission.
- GoPI3Ks will confirm any logistical or personal requirements, such as:
 - Audio-visual equipment
 - Dietary needs
 - Accessibility
 - Travel and accommodation
- Speakers will be advised that the event may be recorded or photographed for use on our website and social media. A consent form will be required.
- Any sensitive material (e.g., patient data or drug trial content) must have appropriate permissions for public sharing.

4. Pre-Event Communication:

- Each speaker will be assigned a point of contact from the GoPI3Ks team for ongoing communication and support prior to the event.

5. Event Day Process:

A GoPI3Ks representative will greet each speaker, assist with any needs, and provide updates on the schedule or any last-minute changes.

6. Post-Event Process:

- Speakers will receive formal thanks following the event. A small token of appreciation may be offered, depending on available funds.
- Feedback will be collected from attendees, trustees, and volunteers to assess the speaker's impact.
- Constructive feedback may be shared with the speaker to support their professional development.
- Speakers will also be invited to provide feedback to GoPI3Ks about their experience, to help improve future events.
- All feedback will be recorded and used for future event planning and evaluation.

Compliance:

All individuals involved in organising events—whether selecting, inviting, or managing external speakers—must adhere to this policy.

Review:

This policy will be reviewed annually by the GoPI3Ks trustees. Revisions will be made where necessary to reflect changes in best practice, charity needs, or from feedback.