

Lecture Evenings

National Group lecture events are administered by the Professional Development Officer (PDO) at your local branch office. Contact details for Branch PDO's can be found at the end of this document.

Booking your lecture

A lecture booking form must be submitted for all lecture sessions once venue availability has been confirmed. Booking forms can be downloaded from the APA website via the link below

http://www.physiotherapy.asn.au/APAWCM/LearningDevelopment/Event_Organisers/Organise_Your_Event.aspx

On receipt of a completed booking form, an email will be sent to both the presenter and lecture convenor acknowledging receipt of the booking form and advising that the event is open for registration.

To ensure maximum exposure of your event, aim to have your booking form to the Branch PDO at least three months prior to lecture evening date. This is the optimal time to maximise advertising to increase registrants. We will work with you to arrange a lecture in a shorter timeframe, but experience tells us that three months will usually bring the best results.

Lectures are budgeted out of National Group operating budgets. There is no requirement to submit an individual budget.

Lectures are budgeted at a flat rate of \$200. The \$200 must cover the session and is not available per presenter or per hour. This amount is for payment of the presenter only.

If a group has exceptional circumstance where they would like to request more than the allocated \$200, please contact the relevant group coordinator.

National Group budgets do not allow for catering of lecture evenings, other than tea/coffee/water which is available at the branch office.

Joint lecture evenings

Groups are encouraged to deliver joint lecture evenings with other groups.

For joint events, the cost of the presenter will be split between the groups involved, as long as both groups have agreed to this.

Joint lectures are budgeted at a flat rate of \$200. The \$200 must cover the session and is not available per presenter or per hour. This amount is for payment of the presenter only.

Non-physios attending lectures

Lecture evenings are open to non-APA members and are occasionally suitable for non-physios or other health professionals to attend, for example, occupational therapists, osteopaths, chiropractors, incontinence nurses, sports physicians, , etc.

The lecture booking form contains a section asking the convenor to tick whether the event is open to non-physios and to identify the allied health professionals that the lecture is applicable to.

Member Forums/Breakfasts/Networking sessions

On occasion, National Groups will hold state based member forums or other events that don't fit the traditional definition of a lecture. National Groups may have a limited amount of funds within their budgets to cover these events. Please contact your National Group Coordinator for any spending approval prior to submitting your form to your Branch PDO.

Catering

National Group budgets do not include catering for lecture evenings, other than tea/coffee/water which is available at the branch office. If your lecture is being held at an alternative venue, please contact your group coordinator to arrange purchase of tea and coffee supplies.

Equipment

The APA will arrange, as standard a laptop and data projector for all lecture evenings held at the APA branch office. This equipment should be arranged subject to availability at the branch.

Should you require any additional equipment for your lecture (plinth, tape, etc) please ensure this information is included on the booking form and discuss with your Branch PDO.

Presenter Payments

Presenters can be paid for their time by:

- **Submitting an invoice for up to \$200**

Presenter's invoice should be forwarded to the relevant National Group Coordinator for payment.

Invoices will be paid within 30 business days of receipt of the invoice.

Invoices should include:

- lecture name
- lecture date
- state where the lecture was delivered
- ABN and GST (if applicable). In the event that the presenter does not have an ABN, they should complete the Statement by a Supplier form available from the Australian Taxation Office website: http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf
- Bank details for payment via EFT (account name, BSB, account number)

- **\$50 gift voucher**

There are some presenters who do not wish to submit an invoice for their lecture, so a gift voucher may be appropriate. For tax reasons, gift vouchers for lecture evenings are capped at \$50.

Your National Group Coordinator can arrange the gift voucher and forward to convenor to give to the presenter on the night. Please advise the National Group Coordinator at least 2 weeks prior to the lecture session if a gift voucher is required.

If a committee member has purchased the voucher, they should complete a [Payment Reimbursement Form](#) and forward along with the receipt to the relevant National Group Coordinator for reimbursement. Contact your National Group Coordinator for a copy of the Committee Reimbursement Form. Contact details can be found at the end of this document.

Cancellation of Lecture Evenings

The number of registrations for a lecture to go ahead will vary from group to group. Branch PDO's will use their knowledge of the group and discretion to decide if the lecture should go ahead. They will also be in contact with the convenor and National Group Coordinator to inform them that numbers are low.

Attendance Lists

Attendance lists will be printed out for each lecture evening and left for convenors to complete. If the lecture is being held off-site, the list will be emailed to the convenor on the day of the lecture.

CPD Point Allocation

Lecture evening CPD hours are calculated at 1 hour = 1 hour

Pricing Structure

Group member:	Free
Rural/Regional APA:	Free
APA members:	\$30.00
Non-APA :	\$50.00
Students:	Free

Advertising

To ensure maximum exposure of your event, aim to have your booking form to the Branch PDO at least 3 months prior to lecture evening date.

Your event will be advertised in InMotion (see table below for further details); APA website and various e-communications: your group's quarterly eNews and branch professional development eNews

InMotion Deadline Dates

Deadline Date	1 st InMotion Run	2 nd InMotion Run	3 rd InMotion Run
5th January	March	April	May
5th February	April	May	June
5th March	May	June	July
5th April	June	July	August
5th May	July	August	September
5th June	August	September	October
5th July	September	October	November
5th August	October	November	December
5th September	November	December	February
5th October	December	February	March
5th November	February	March	April
5th December	February	March	April

**NB: There is no InMotion in January

Role of the Convenor (lectures)

The lecture convenor is a member of the Group organising the event, who is appointed or elected to coordinate the lecture on behalf of the Group.

The convenor will need to attend the lecture and is responsible for the efficient coordination/running of the event on the day.

Once the committee has decided on a topic/presenter, the convenor needs to

3 months prior to the lecture date

- Contact potential presenter to confirm availability
- Investigates and confirms date and venue
- Submit completed booking form to Branch PD Officer
- Advise Branch PD Officer of any special requirements or changes
- Act as liaison between presenter/s and APA
- Confirms payment arrangement and invoicing details with presenter – refer to “Presenter Payments” for further details

On the day

- Ensure room and any equipment required is set up
- Ensure the venue is well sign posted
- Meet and greet speakers and participants
- Remind presenters to send invoices for payment ASAP

After the lecture

- Send signed attendance sheet (if lecture offsite) back to Branch PDO
- Contact Branch PDO to provide feedback regarding any issues that may have been encountered

Role of the Branch PD Officer (lectures)

Prior to the lecture

- If lecture is being held at APA offices, ensure room is booked
- Confirm event details with National Group Coordinator, in particular payment of presenter and any additional requests prior to event being open for registration
- Process booking form as required, confirms details with convenor when event is online and open for registration
- Advises convenor of any issues

On the day

- Prints and sends attendance list to convenor
- For lectures held at APA office, ensure that room is set up (including any equipment set-up)

After the lecture

- Follow-up any unregistered attendees and process registration fees as required
- Follow up and resolve any other issues
- Close event

Contact Details - Branch Professional Development Officers

NSW/ ACT	Sylvia Rybakowska sylvia.rybakowska@physiotherapy.asn.au 02 8748 1555
QLD	Natasha Thompson natasha.thompson@physiotherapy.asn.au 07 3423 1553
SA/ NT	Jenny Willsmore jenny.willsmore@physiotherapy.asn.au 08 8362 1355
VIC/ TAS	Andrea Ebert andrea.ebert@physiotherapy.asn.au 03 9092 0871
WA	Olivia Yap olivia.yap@physiotherapy.asn.au 08 9389 9211

Contact Details - National Group Managers/Coordinators

Aquatic, Cardiorespiratory, Musculoskeletal, Sports

Rose Horvat, Manager National Groups

Rose.horvat@physiotherapy.asn.au

03 9092 0811

Acupuncture & Dry Needling, Continence & Women's Health, Gerontology, Neurology, Occupational Health, Paediatric, Leadership & Management

Andrew Phillips, National Group Coordinator

Andrew.phillips@physiotherapy.asn.au

03 9092 0820

Animal, Educators, Emergency Department, Orthopaedic, Pain, Cancer, Lymphoedema and Palliative Care.

Temporarily send queries for these groups to Rose.horvat@physiotherapy.asn.au or phone 03 9092 0811

Physiotherapy Business Australia

Jen Thompson, Private Practice Coordinator, Membership

jenny.thomson@physiotherapy.asn.au

03 9092 0828