



### **Guidelines for Preparing and Delivering Parallel Sessions**

**5<sup>TH</sup> Biennial Global Implementation Conference Glasgow, Scotland**

**Scottish Event Campus – September 16-17, 2019**

***Congratulations*** on your acceptance to present at the 2019 Global Implementation Conference in Glasgow, Scotland!

Your submission was accepted because the reviewers and the Programme Planning Group (PPG) believe it highlights key areas of interest to the delegates who will attend this conference. The PPG has matched your submission with another submission to create a Parallel Session designed to highlight shared implementation themes and learning and to promote analysis and dialogue with participants.

Our aim here is to

- Create valuable opportunities for presenters to work together with new colleagues and networks who have similar interests although they may be from different disciplines, contexts or countries;
- Stimulate presenters to stretch their own thinking;
- Generate content that will help conference delegates to think across boundaries to enhance the development of the field of implementation science and practice.

We have chosen to invite presenters to work in this way in response to feedback from previous conferences: past delegates suggested a need to minimise presentations focused on single studies or initiatives and to minimise the occurrence of multiple sessions delivering a series of short papers.

Our intention is to create an active learning and networking space, with presenters and participants alike gaining an opportunity to compare, contrast and think together about understanding and applying knowledge regarding implementation.

With this in mind the PPG is providing this guidance paper to support parallel session presenters with the development of an interactive session.

1. The GIC audience is united by an interest in implementation. Keep in mind that you may be addressing participants from a broad range of disciplines (e.g. from pharmacy to child welfare to nutrition to criminal justice/corrections) and who fulfil different roles and functions (e.g. from guiding implementation and improvement initiatives to implementation research and evaluation to policy making and decision making). This means that it is vitally important to frame your presentation with attention to what is generic to an interest in implementation, whether that be implementation practice, implementation research or policy implementation. It is less important to provide details regarding discipline specific information, such as the nature of the intervention/innovation in and of itself, or the nature of the disciplinary issue or practice that you were trying to address in your work.

2. To help support you/your team to prepare your interactive session in partnership with another presenter/team:
  - a. We will introduce you to the other presenter(s) with whom you have been paired *and* to an implementation specialist who will be available to support the development of your shared session throughout the following steps.
  - b. We will provide you with a *draft* title and *draft* session description which draws upon some of the analysis we undertook at the point of selection. (When we selected presentations from the reviewers' recommendations, we drew together abstracts that appeared to focus on similar topics in different contexts). We offer these draft ideas as a starting point for your conversation and planning rather than a required description for your session.
  - c. We would like you to work together to plan a joint session that draws on each of your ideas and abstracts, while keeping to the session guideline.

Each interactive session will run for 1.5 hours. These sessions are intended to highlight a core implementation-related topic that will be used to inform the facilitated interaction between delegates. The session will comprise a shared presentation or two very short presentations, along with a facilitated process with supporting materials to engage a group of delegates (between 30 and 50) in dialogue and discussion (e.g. informed by [World Café](#), 'the [Solution Room](#)', '[Open Space Technology](#)', etc.) to develop their implementation skills and knowledge by engaging with the content and process. The joint presenting teams should aim to keep presentations to 30 minutes, leaving an hour for facilitated presentation.

- d. We would like you to agree together an updated title and session description, and submit this to your designated implementation specialist by 1<sup>st</sup> July.
- e. And, finally, after you have had the opportunity to complete your planning and preparation together, we would like you to submit electronic copies of your supporting materials (i.e. any slides, AV material) for upload into the programme by 15<sup>th</sup> August.

**We thank you for strengthening the opportunity for exchange and collaboration at the Global Implementation Conference 2019!**

If you have any immediate questions or queries, please contact the implementation specialist who has been assigned to support you, Fiona Mitchell [Fiona.mitchell@strath.ac.uk](mailto:Fiona.mitchell@strath.ac.uk), or Melissa Van Dyke [Melissa.van-dyke@strath.ac.uk](mailto:Melissa.van-dyke@strath.ac.uk).