**WORKSHOPS RUN SHEET**

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| 1230 | Registrations open |
|  | Crystal Palace – Room TBA | Crystal Palace – Room TBA |
| 1300 | Novice Presenters Workshop startDr Denise O’Brien Dr Paula Foran | Writing for Publication Workshop startDr Jan Odom-ForrenDr Joni Brady |
| 1400 | 5min comfort break | 5min comfort break |
| 1500 | Workshop finish | Workshop finish |

**Novice Presenters Workshop**

This workshop is ideal for those attendees who have been keen to present at a conference but have always felt anxious or unprepared.

With the guidance from experts in the field, this 2 hours workshop will explore the 5 P’s of Presenting – Planning, Preparing, Proofing, Perfecting & Putting It Away. You will also get some tips for engaging & involving your audience. The workshop will also give you the opportunity to write a bio & abstract as well gaining valuable insight into the presenting secrets for success. There will be a discussion on how to deliver your presentation & yourself along with a few handy hints on managing your voice, your body language & AV troubleshooting ideas.

You will put into small groups (based on registrations) that will allow you to present on our final day of the conference (Saturday 4th November). This will consist of a 10 minute presentation with 5 minutes of question time. You will have the opportunity to be mentored by our experts over the other 2 days of the conference & can nominate times at the end of the workshop.

You will need to bring a laptop or tablet if you have one, an idea for your presentation or ideally a draft abstract & draft powerpoint presentation (up to 10 slides), a memory stick/ USB... and most importantly, your sense of humour!

*Dr Denise O’Brien has presented internationally on clinical topics including, but not limited to, ambulatory surgery, perianaesthesia care, patient education, standards & leadership. Dr O’Brien is also widely published in international journals & books.*

*Dr Paula Foran is currently the Chief Examiner for the ACPAN Fellowship Program along with being the Education Officer for ACORN. Dr Foran has an extensive history of presenting at both international & national conferences & seminars. She is also widely published.*

**Writing for Publication Workshop**

Have you wanted to know more about the writing process? Have you ever wanted to publish an article for an internationally peer-reviewed journal?

This workshop is intended for novice writers & researchers who may be considering their first piece or those who have already published their work. The workshop will be hosted by experts in the field with extensive writing experience.

By the end of the workshop, you will gain a better understanding of the following

* How to write for your intended audience
* How to structure your writing
* Review the structure of major peer-reviewed journals & specifically the Journal of PeriAnesthesia Nursing

You will have an opportunity to work in smaller groups, based on experience levels, & be mentored by our expert workshop leaders.

To enhance your experience, consider bringing your laptop or tablet, a draft of a manuscript or abstract & a mind full of ideas!

*Dr Jan Odom Forren is currently co-editor of the Journal of PeriAnesthesia Nursing & is author/editor of the books “Practical Guide to Moderate Sedation/Analgesia (2nd ed) & Drain's The PACU: A Critical Care Approach (6th ed). Dr Odom Forren has also presented at multiple international conferences & meetings.*

*Dr Joni Brady is the current ICPAN President & authors the Journal of PeriAnesthesia Nursing “Global Connections” column along with multiple nursing manuscripts & book chapters. Dr Brady has also presented at multiple international conferences & meetings.*