



## Running a sponsor session at Optometry Tomorrow

### Requirements

- Your session should last 60 minutes – usually 50 minutes of content with 10 minutes for questions at the end.
- Content should be clinically relevant to practising optometrists, educational and unbiased.
- The session can take the form of a lecture or a workshop – see below for further information.
- You are responsible for informing the GOC of the CPD activity – see below for further information.
- We require your sponsor session information in good time so we can add it to the programme and booking process, to encourage delegates to book your session. Information required: session title, brief overview of content, name of presenter, photograph and short biography, learning outcomes, format (workshop, lecture), capacity, and expected number of CPD points.
- You are responsible for sourcing speakers and facilitators (if applicable) for your session as well as any equipment, volunteer patients and AV equipment.

### Format of session

Format of session	Capacity	Seating	CPD points	Facilitators required
Lecture	Max capacity of the meeting room in theatre style	Theatre style	1	None – only presenter
Skills workshop	Usually 18	Casual seating due to use of equipment	3	1 facilitator per 6 delegates
Discussion workshop	Usually 18	Round tables	3 (or 2 points if delivered as a lecture then discussion workshop)	1 facilitator per 10 delegates

### What the College will do

- The College will take the delegate bookings for your sessions as part of the main conference booking process for delegates - there is no charge to delegates for attending sponsor sessions.
- We will put you in touch with our AV supplier so you can book any required AV for your session – no AV will be provided by the College.
- College staff will scan delegate badges into sessions and we will give you the data (surname, GOC number and email address) post-event so you can keep the CPD in case of a GOC audit.

### How to submit new CPD

- Set yourself up as a CPD provider on the [GOC website](#) – there is a yearly fee and if you are a new provider the following steps may differ, so seek guidance from the GOC and read the ‘CPD provider guidance’ document.
- Once you have become a provider, [login to your account](#) and click Submit new CPD



## THE COLLEGE OF OPTOMETRISTS

- Follow the steps and check back on the GOC website for help and guidance – several documents are available to assist with the process. It's helpful if the speaker provides all the information in advance, including learning outcomes etc.

### At the event

- We will provide you with a list of delegates who have booked onto your session (name and GOC number) – you will need to mark them off as attendees, add any latecomers and take note of any no-shows. Although the College will give you the badge-scanned data, you should keep this hard copy list for your records as a back-up.

### After the event

- You have up to 10 working days to provide confirmation of completion of the session, and the number of points available to each attendee.