

Play: Rights & Possibilities

22nd IPA Triennial World Conference
6th-9th June 2023 Glasgow, Scotland
Final Report



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IPA President Robyn Monro Miller, Minister for Children, Young People and The Promise Natalie Don MSP, IPA Scotland Chair Margaret Westwood

Introduction

IPA Scotland and conference partners Play Scotland, Early Years Scotland and Inspiring Scotland were honoured to host the 22nd IPA Triennial World Conference in Glasgow in June 2023.

IPAGlasgow2023 saw the return of a face-to-face conference after an enforced break of six years due to the Covid-19 pandemic. This was the first such break in more than 60 years of IPA's history and so it was with a sense of great purpose and determination that the conference partners worked with IPA World to bring the event to fruition.

IPAGlasgow2023 successfully brought together a global community of advocates for children's right to play. Despite the uncertainties and the long shadow of Covid-19, the event ran at maximum capacity with 550 delegates from 41 countries.

The theme of Play:

Rights & Possibilities reflected the scope and ambition of the conference both for the host nation Scotland and for the global community of the International Play Association (IPA). Perhaps driven by the experiences in the intervening years, feedback from delegates overwhelmingly affirmed that they sought – and found – a sense of connection with like-minded people at the conference.



“My favourite part of the conference was connecting with colleagues with whom I collaborate but have never met; talking to other participants about their work; getting re-inspired for my own work.”

Delegate feedback

While the conference partners created the space, we saw that it was the delegates who made the conference. From the youngest child participants to the longest serving IPA members, from the musicians to the presenters, guests and dignitaries, an atmosphere of energy, resolve and fun prevailed. Our team of dedicated conference volunteers helped to ensure delegates felt truly welcome.

Advancing the frontiers of play

Reflecting after the conference, Professor John McKendrick (Chair of the Academic and Practitioner Advisory Group) said that there are four things a conference should do – provide an opportunity to share experience, showcase great examples, let us have fun, and generate knowledge (in advance of the conference, during and beyond). None of this just happens; plans need to be put in place and the conference has to be consciously designed to allow these things to happen.

Two new publications were produced with delegate contributions: *Inspirationally Playful: People, papers & practices that have inspired play practitioners & researchers* and *Priorities for Play: Towards 2030 and beyond*. In addition, presenters have been invited to contribute to a number of journals, special collections and publications. Feedback illustrates how delegates left IPAGlasgow2023 with renewed commitment and plans, planting seeds of Play: Rights and Possibilities around the world and in many sectors.

As a result of my participation in the IPA World Conference, I will...

- ...be building play research much more into my nature-focused research.*
- ...dedicate one of our Masters courses to teach ‘Designing for Children’s Right to Play’.*
- ...start sitting on advisory boards to influence funding decisions.*
- ...continue pushing to having children’s voices reflected in decision making.*
- ...create a group of educators to do more lobbying for play in our schools and curriculum.*
- ...share with my team our reflective notes, then pin them down in the action plan.*
- ...endeavour to create local opportunities for play through community engagement.*
- ...continue my activities as a playworker but check every project for enough playfulness.*
- ...continue to pursue the adoption of the Convention on the Rights of Children in the US.*

(Sample of delegate feedback)

About this report

In this conference report, we share:

- how the conference was planned, developed and implemented
- feedback from delegates, including children and young people
- resources created
- reflections and lessons learned.

As well as the core programme of plenary sessions, parallel sessions, IPA meetings and social events, we are keen to highlight some of the elements of the conference that mattered a lot to us as conference partners, and how they were received by delegates.

These include:

- developing children and young people's participation
- making the conference as inclusive and welcoming as possible
- bringing together a team of conference volunteers to enhance the delegate experience
- considering climate impact
- expanding the opportunities for participation from around the world.

We hope this report is a useful contribution to the planning of future IPA World Conferences, just as we drew on the previous conference reports, most recently Calgary (2017), Istanbul (2014) and Cardiff (2011). We were very grateful to previous organisers in generously sharing their time, experience and advice with us. The IPAGlasgow2023 team is happy to do the same.

Our sincere thanks

We extend our thanks to the main conference sponsors Richter Spielgeräte, Timberplay Ltd and the Glasgow Convention Bureau for their generous support.

Our thanks also to Sutcliffe Play Scotland for their sponsorship in support of children's participation and to the GB Sasakawa Foundation for their support of the film night.

We would like to acknowledge and thank the benefactors who supported the conference with other donations, particularly those individuals who contributed to our bursary fund and the many people who gave freely of their time and expertise to make IPAGlasgow2023 happen at all.

Lastly, we are thankful for the wonderful support of our venue – Glasgow Caledonian University – and the Council of our host city Glasgow.

“When we embarked on initiating the bidding process, none of us realised what we were getting into. It was a bumpy road to get there, but the exhilaration of seeing it come good was worth it. It was much more complicated and emotional than I expected, but I wouldn't have missed it for the world. It was a privilege to be part of a wonderful team of people, working on a project we all believed in, culminating in a truly memorable event. Thanks to everyone involved in the planning and execution – especially the participants who filled the space we created with their magical contributions to the conference.” Tam Baillie, Chair of the Steering Group

“After attending six previous IPA World conferences, it has been a huge privilege to be involved in bringing IPA to Scotland in 2023. So many people have contributed to the success of IPAGlasgow2023 – our partners, the Steering Group, the fabulous volunteers, speakers and delegates, we could not have done it without them. I have to particularly salute the indefatigable work of individual IPA Scotland Board members, week after week, year on year, to realise the dream. Perseverance and a deep belief in what we were doing to promote the child's right to play resulted in a wonderfully joyous conference!”

Margaret Westwood, Chair of IPA Scotland

IPAGlasgow2023: the conference at-a-glance

550 delegates

400 presentations

41 countries

20 options for each breakout session

63 conference volunteers

6 plenary sessions and 3 in-conversations

48 children participating in-person

1000+ children taking part in participatory activities and panels

16 bursaries provided

8 young musicians (and 8 older ones!)

77 conference committee members

4 days of sunshine

5 conference evening social events

128 delegates dancing Strip the Willow together at the ceilidh.



Children relax between sessions

Conference governance

Governance for IPAGlasgow2023 evolved as the process unfolded due to the circumstances described above. The overall governance body was the Steering Group, and a number of subgroups were created to deal with the volume of work and decision-making demanded by the conference.

IPA Scotland carried all the financial risk for the conference and therefore retained ultimate decision-making responsibility relating to conference management and the arrangements with IPA World.

The detailed Terms of Reference for the Steering Group and subgroups is available at Appendix 1. In the latter stages of conference organising, it was necessary to convene a number of short life working groups to focus on particular aspects of the conference. The Delivery short-life group decided on a substantial number of matters in the final run-up to the conference when on-the-spot decisions were required that could not wait for Steering Group or subgroup approval.

The main components of the governance arrangements are shown in Figure 2 below.

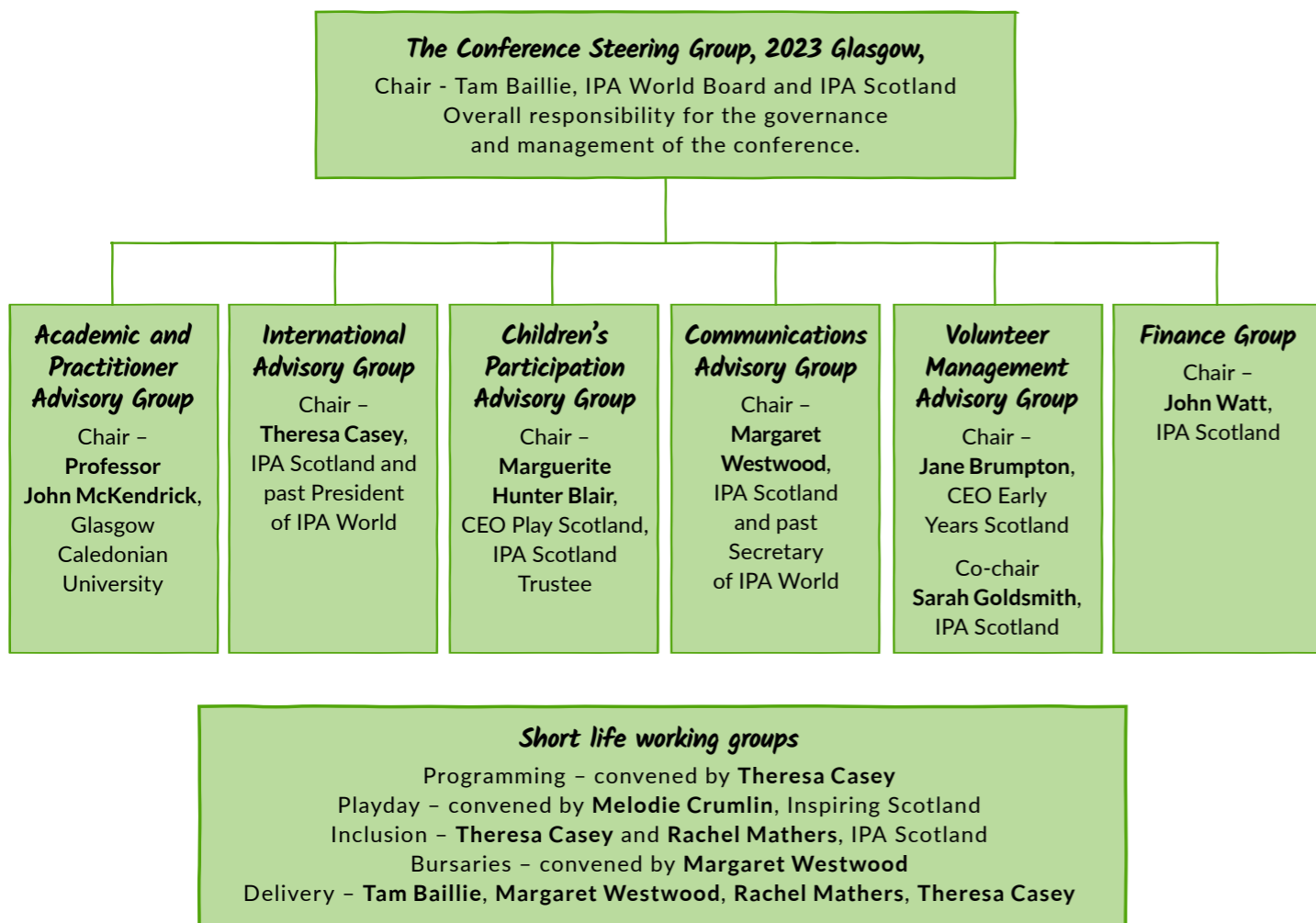


Figure 2. Governance chart

"This committee was a valuable piece of the preparations for the conference. It seemed helpful to have a group with such diversity and wide range of locations to contribute and use their expertise. It was a pleasure learning and serving alongside such wonderful people and play advocates. Thank you."

Feedback from a member of the International Advisory Group member

"I was delighted to sit on the children and young people's participation group. It was heartening to work with a group of like-minded individuals from a variety of backgrounds dedicated to meaningful engagement. We were able to make some great enhancements, and I look forward to seeing how the next conference organisers build on what we've done - and go one better!"

Feedback from a member of the Children's Participation Advisory Group

"IPAGlasgow23 was a great example of teamwork making the dreamwork! A strong, experienced, enthusiastic Conference Steering Group providing an engaging and interactive programme. A fantastic venue with a hardworking, friendly team ensuring the organisers and delegates were all catered for, and an award winning Convention Bureau facilitating the city support guaranteeing a warm welcome to Glasgow for IPAGlasgow23."

Feedback from the Glasgow Convention Bureau

"The thing I got the most out of, was being part of the team looking at the practitioner abstracts for the programme. It was fantastic finally seeing the hard work of so many people coming to fruition when the delegates arrived at the conference venue. I loved seeing and speaking to people from all over the world and seeing how much they were getting out of being at the conference."

Feedback from a member of the Steering Group and Academic and Practitioner Advisory Group

"It was such a privilege to be part of the team who worked their way through all the amazing conference submissions. It was exciting to see the variety of sessions that would be available for attendees to choose from - it gave me a wee sneak peek at what was to come! I also made some new connections with other academics from around the world who are working in similar areas of interest which has been lovely, allowing a sharing of work and the creation of friendships."

Feedback from a member of the Academic and Practitioner Advisory Group



IPA Scotland Board



Opening panel

Risk management

With the world still in the grip of the Covid-19 pandemic, and against a backdrop of a challenging worldwide economic context, there were considerable uncertainties to navigate. The conference Risk Register was used to actively monitor and mitigate risks where possible.

The Risk Register covered:

- Covid-19 – impact on confidence, ticket sales, presenters, travel, insurance
- Conference infrastructure – demand levels, IT, management, communications
- Finances – exhibitors, sponsors, ticket sales, social programme, playday, bursaries
- Programme – participation, management
- Communications and PR – management.

Following a successful conference with maximum ticket sales it is easy to overlook the moments when the conference was at risk, with financial challenges and uncertainty exacerbated by Covid-19, the world economic downturn and the war in Ukraine.

Systems

Registration and ticket sales

A decision was made to use Wild Apricot www.wildapricot.com to facilitate registration and ticket sales. Wild Apricot is a cloud-based software system used to automate and simplify membership tasks for organisations of various sizes. Wild Apricot is the system used by IPA World to enable individuals and groups to sign up to IPA from wherever they are in the world and to manage memberships.

Wild Apricot was therefore selected on grounds that:

- it was an economical choice (we didn't have to buy into a new system)
- it already held IPA membership details enabling cross referencing for membership discounts (avoiding the problem experienced by the previous conference organisers who used a separate system)
- online payment tools enabled us to securely accept and track online payments
- delegates wishing to take advantage of conference discounts available to IPA members could use the same system to sign up
- it was suitable for communicating directly by email with all delegates
- we could use it to create detailed event listings and for event registration or ticket sales
- it includes two basic app options – one for admins and another for members or ticketholders.

Although the system wasn't without its glitches (some delegates found it cumbersome) it served the purpose well and any issues were resolved behind-the-scenes.

Website

The conference website was built on Squarespace, chosen as an economical, easy to use and quick to edit system. It hosted all the information we wished to share with potential delegates and, once tickets sales started, all the information required by delegates to plan their conference experience.

The website continues to be an active resource, hosting:

- all the programme information
- pre-conference materials, for example documents created to support children and young people's participation
- conference offerings including videos taken at plenary sessions
- post-conference materials including links to Play Scotland's IPA "takeover" podcasts and the conference publications.

The website also linked directly to Wild Apricot for purchasing tickets and to the abstract submission system. The conference website will be retained until May 2024. After that time, information about the conference will be held on the IPA Scotland website, to ensure it remains available as a legacy.

Abstract management

For abstract submission, EasyChair www.easychair.org was selected on the grounds that:

- it is familiar to some IPA members from previous conferences
- it has a wide functionality that allows for the full abstract and management system in one place
- It is an economical service
- it is widely used, particularly amongst delegates from academia.

Abstract submission is strongly linked to ticket sales for IPA conferences with a large majority of delegates also presenting. Many can only acquire funding to participate if they are presenting.

Additional guidance was created to support delegates who were unfamiliar with the process of submitting an abstract in an attempt to demystify it. These were a short, Plain English guidance note (Appendix 4.1) and an animated video shared on social media. This was one of the best performing social media posts in the run up to the conference.



Keynote speaker Dr Sudeshna Chatterjee

Reflections and lessons learned

- The governance was complex and very demanding on volunteer and staff time. With so many groups operating, it was a challenge to ensure that everyone had all of the information to make informed decisions. There was a balance to be struck between written reports and verbal updates.
- The parallel process through the Steering Group and the IPA Scotland Board needed careful stewardship to ensure an appropriate flow of information and shared decision-making.
- Governance benefitted from partner agency in-kind resources to help manage the process.
- The collaborative approach worked for members of the Steering Group, and we were able to tap into the richness of skills and experiences around the table – and, at the right time, draw on specialist organisational resources (e.g. legal).
- The Steering Group was very experienced although insufficient thought was given to the involvement of young practitioners or young leaders in the sector through involvement in the Steering Group, shadowing or mentoring to build up longer term expertise in the play field.
- It was helpful to have a past President and past Secretary of IPA World, a longstanding Council member and a current IPA World Board member from Scotland as part of the planning process.
- There are a number of expectations and requirements from IPA World that the conference has to deliver and for the uninitiated these elements and rituals need explaining to help everyone understand.
- At the bid stage, the budget allocated resources for subgroups. Due to the uncertainty about an in-person conference, followed by the inability to raise adequate sponsorship and grants due to the changed economic situation, these could not be allocated until close to the conference date. In an ideal world, they would have been allocated earlier.
- The part-time role undertaken by the IPA Scotland Board member worked because of her prior knowledge of IPA Scotland and the world of IPA – a single person without that background would likely have struggled.
- Strong, consistent ties between the IPA national branch and IPA international are crucial to day-to-day planning and development.
- The part-time staff member also had the challenge of working with colleagues who were essentially volunteers, working to implement the conference “on top of the day job”. This creates its own challenges (in availability and capacity, for example).
- Planning a bid followed by an implementation period covers several years with inevitable turnover during that time. New members induction processes would be useful.
- Whilst the response to Covid-19 was handled through remote meetings, the lack of in-person meetings to establish effective working relationships was keenly felt, especially by people joining the group. The few in-person meetings that we were able to hold were considered by many involved to be particularly productive.

Finances and fund development

Financial management

The Finance group was made up of IPA Scotland's Treasurer and Chair, and the Chair of the Steering Group. Details of the conference programme structure, as they pertained to the budget, were fed into the group so that specific line items could be updated as and when appropriate.

The group provided regular financial and budget updates to the Steering Group and the IPA Scotland Board. The group's role included:

- monitoring the overall budget for the conference
- reporting to the Steering Group matters of relevance
- overseeing the approach to sponsorship, making recommendations to the Steering Group
- overseeing the approach and sale of exhibition space – and making recommendations to the Steering Group as appropriate
- overseeing the progress of ticket sales and liaising with the Comms group in respect of marketing approach.



The IPA Scotland Chair developed costings for individual items in the budget – an absolutely critical part of the planning process. There was a wider discussion (particularly at IPA Scotland Board level) about ticket pricing, early bird and group discounts and aspirations for bursaries, as well potential social events. Based on this information, the Treasurer produced a detailed budget that was updated regularly for presentation at meetings, giving the wider conference planning group a sense of both progress against this budget, as well as the potential for any shortfall or surplus.

Budget headings

These headings were used to build the budget, with the aim of anticipating all likely costs. This was adjusted on an ongoing basis.

1. Main Venue Costs

Delegate day rate

- Paying delegates
- Bursary delegates
- IPA World Board
- Steering Group
- Speakers
- Sponsors

Non-delegate meals

- Exhibitors
- Volunteers
- Children & carers

Additional coffee breaks

Packed lunches for Playday

Breakout rooms

Presidents' Reception

2. Social Events

(Ceilidh, Film Premier, Conference Dinner)

- Venue costs
- Transport
- Guest tickets
- Meal subsidy
- Entertainment
- Audio visual

3. Conference development

- Logo design
- Web development
- Administration and conference development
- Abstract handling system
- Registration and ticketing system
- Conference app
- PCO and/or event management
- Streaming costs

4. Bursary fund

5. Speaker costs

6. Travel

- IPA World Board
- Speakers

7. Hotel Accommodation

- IPA World Board
- Steering Group
- Keynote/In conversation speakers
- Sponsors

8. Children's participation costs

- Expenses
- Gifts, lanyards, t-shirts
- Playday
- Local visits, transport and host costs

9. Volunteer costs

- T-Shirts
- Radios (Walkie-talkies)
- Travel expenses

10. Conference dressing

- Banners
- Poster boards

11. Conference registration

- Lanyards and badges
- Water bottles
- Printing

12. Insurance

13. Miscellaneous

Income

- Ticket sales
- Sponsorship
- Donations to support speaker
- Exhibition space sales
- Bursary fund
- Individual donations and in-kind support
- Grant funding.

Tickets sales comprised the largest source of income for the conference.

The main conference sponsors were Richter Spielgeräte, Timberplay Ltd and the Glasgow Convention Bureau. Sutcliffe Play Scotland provided sponsorship in support of children's participation. We were very grateful for a private donation and one from IPA Canada to support speaker Monique Gray Smith from Canada. There were also a number of smaller sponsors.

Sponsors were offered a tailored package of benefits depending on the level of sponsorship, which could include a number of conference tickets, invitations to the Tartan Gala Dinner, Playday and other social events, the opportunity to be named sponsor of one of the keynote speakers, placement of logo on conference materials.

They were encouraged to provide sponsorship by describing the benefits of supporting IPAGlasgow2023

- connect your name with international organisations and professionals
- build brand awareness via our event and promotional materials
- show your support for an important cause promoting the rights of children
- bring your services/products to the attention of several hundred international participants as well as other exhibitors, presenters and partners.

All sponsorship arrangements were subject to ethical approval and IPA guidelines. The Exhibitors Fair ran for three days of the conference, open from first thing in the morning until the last coffee break each day. It was based in the Sir Alex Ferguson building, where all lunches and refreshment breaks took place. There were also some exhibitors in the Annie Lennox Building in the reception area and in front of the Hanging Lantern Room. Exhibitors were allowed two staff on site at any time. They did not have access to the conference programme, events or talks, unless separately agreed in advance but the price they paid did include lunch and refreshment breaks.

There were 14 exhibitor spaces available at varying cost points – for corporate exhibitors (£900), national charities (£450), local charities or community groups (£300).

Figure 3. Budget headings

IPAGlasgow2023 INCOME AND COSTS

INCOME

Grants/donations	10,298
Bursary Donations	7,056 note 1
Exhibition Space Sales	3,930
Sponsorship	12,500
Glasgow Convention Bureau Support	7,000
Conference Ticket Sales	172,148
Social Events Ticket Sales	7,915
TOTAL INCOME	220,847

COSTS

Conference Venue Costs	88,086
<i>of which Delegate Rate (542 delegates @ £36.72 per day for three days)</i>	<i>59,707</i>
<i>of which Main Venue plus Additional Room Hire</i>	<i>28,379</i>
Bursary Payments	6,649 note 2
Conference Development Work	21,050 note 3
Board Travel Costs	4,575
Hotel Costs	12,547
<i>of which IPA World Board</i>	<i>4,543</i>
<i>of which IPA Scotland Board</i>	<i>5,339</i>
<i>of which Speakers, Key Staff</i>	<i>2,665</i>
Professional Event Management including additional AV	23,682
Social Events	22,191
<i>of which Gala Dinner note 4</i>	<i>15,916</i>
<i>- of which 187 attendees @ ca. £70 per head</i>	<i>£13,090</i>
<i>- of which AV Package</i>	<i>£2,160</i>
<i>- of which Venue Hire</i>	<i>£420</i>
<i>of which Ceilidh</i>	<i>3,200</i>
<i>of which Transport to Events</i>	<i>2,075</i>
Childrens Participation Events	11,385
Speaker Fee	3,602
Other	11,270
<i>of which Badges/Lanyards</i>	<i>1,285</i>
<i>of which Conference Dressing</i>	<i>2,053</i>
<i>of which Conference Publication</i>	<i>1,000</i>
<i>of which Glasgow Film Theatre (Japanese Film)</i>	<i>1,020</i>
<i>of which Branded Water Bottles</i>	<i>1,409</i>
<i>of which Miscellaneous</i>	<i>2,282 note 5</i>
Post conference work and reporting	6,000

TOTAL COSTS **211,037**

SURPLUS **9,810**

Notes

1. Actual income for bursaries through the conference accounts. Some branches also bought tickets which they then donated for use as a bursary or pledged funds which once allocated were transferred directly from them to the recipient in order to avoid incurring international banking fees.
2. Actual cash payments – some bursaries were made up of, or included, free tickets.
3. Payments for conference development work including creating the conference website, developing systems for and administering ticket and exhibition sales, managing delegate registration and queries, and liaising with the event management team, steering group, IPA Scotland and World and venue.
4. This event was subsidised as delegates were only charged £55 per ticket in order to make it as accessible as possible.
5. Broadly speaking, anything under £250 not part of a specific budget line.

Figure 4. IPAGlasgow2023 income and costs



Plenary hall, with clarsach (harp)

Key points in managing the budget

Given IPA Scotland's limited scale and financial resources, and the fact that IPA Scotland took on the financial risk of running the conference, it was important that:

- the budget set was realistic
- it contained a significant contingency element
- there was flexibility in terms of adding and subtracting planned events and activities as finances changed
- the wider IPA Scotland group had confidence in the broad financial picture, giving them the reassurance to develop specific areas of the conference.

The pleasure (and relief) came close to the end of the process, as costs firmed up and as revenues came in such that we felt that the event would at least “wash its face” (come in on budget).

Budget adjustments

The original budget options for IPAGlasgow2023 were based: on 2018 prices, an expectation the PCO would be in a position to levy a significant amount through grants, sponsorship and exhibition sales, and a variable number of delegates, with a breakeven of 350 in-person delegates – and, of course, without pre-knowledge of the impact of subsequent worldwide events. Different budget scenarios were considered factoring in the possibility of online delegates with a variable and unknown number of face-to-face delegates.

The £10,000 security required for the signing of the contract with Glasgow Caledonian University in June 2022 was underwritten by an anonymous sponsor. This support was received with great gratitude. Without it the conference could not have proceeded.

IPA Scotland was aware of the appetite to meet in-person for the conference, but uncertainties remained throughout the planning process. We were aware that reducing costs and travel is a consideration for many potential delegates. All of this had to be factored into refreshed budget projections as well as an ongoing assessment of risk as matters unfolded.

Decisions regarding early bird discounting led to revenues coming in somewhat short of the original budget, a development compounded by greater than anticipated difficulties in bringing in sponsorship and exhibition space sales (again as a consequence of the changed financial circumstances of potential funders, sponsors and exhibitors). In addition, the decision to scale up the conference to meet demand brought additional costs to increase capacity e.g. extra audio visual and additional rooms.

The budget was amended on a rolling basis to reflect these challenges.

Streaming and hybrid conference options

We were acutely aware that a significant number of people would have appreciated a live streaming option. This was given serious thought, and we were aware that it could contribute to many of our aspirations – a green conference, a cost-effective conference and one that was as inclusive as possible.

We investigated and costed several options. Unfortunately, there was a significant cost to any of the feasible options, and it was something that we were not able to realise in the core budget. We also investigated a sponsor for streaming – this is something that we would suggest is investigated early in the process in future.

All options require cost-benefit modelling, bearing in mind that: the in-person conference has first to be viable for streaming to be offered; timing of the offer of streaming has an impact for both the organisers and potential delegates; and there is the potential for unintended consequences such as reduced in-person participation.

“There were so many brilliant talks and meetings scheduled. It would have been good to have these recorded so they could be viewed post conference to fully appreciate the range and wealth of rich knowledge and skills contained in the conference. There is a cost involved in enabling this to happen however but, if possible, to budget for in future conferences, it would be a fantastic resource.” Delegate feedback



Licketyspit Storyplay Champions

Ticket pricing and affordability

Getting to a ticket price and structure that worked was demanding. Conference organisers were all too aware of the risk of the conference budget falling short. We were also aware of inequalities in the ability to access to funds to participate. Delegates from low income countries could find the whole cost (ticket, travel, accommodation) a long way out of reach while many advocates of children's play globally are in small grassroots organisations and not-for-profit sectors.

"If IPA is sincere [about] having a diverse attendant profile, [the] conference fee is the single issue/concern. Reduced price is not a want it is a need."

International Advisory Group feedback

"I was asking for more support for those of us coming from low-income countries for travel, accommodation and registration. The fee is more than my salary even as a lecturer at the university."

International Advisory Group feedback

Huge efforts were made to keep the costs as low as possible and it mattered a great deal to organisers and delegates that the conference was properly international. Lunches, refreshments and free social events in the package increased the affordability of participating. IPAGlasgow2023 was certainly considerably cheaper than comparable conferences running around the same time, but we were still aware of huge disparities in affordability. The Bursary Fund, described below, was part of the effort to increase access to the conference.

"My favourite part of the conference was being able to sit with people from all over the world who have similar passions and beliefs but a variety of experiences and paths."

Delegate feedback

The ticket structure was therefore arrived at taking into consideration:

- previous practice and experience of IPA Triennial World Conferences
- costs of comparable conferences at the time and feedback on those
- feedback from the International Advisory Committee
- the challenging economic factors impacting on target participants around the world
- a revised 'no frills' budget (conference tickets not including the optional gala dinner for example)
- the need to run a full and substantive conference whilst minimising the risk to the financial viability of IPA Scotland.

	Until 5th Dec. 2022	Until 5th Apr. 2022	Last minute
Members	£335	£415	£455
Non-members	£380	£470	£495
Low-income countries	£285	£340	£340 <small>no rise to this price point</small>
Benefactor ticket	£600 minimum	£600 minimum	£600 minimum

A student rate wasn't offered on the basis that rates were already as low as they could be without creating an "at risk" budget. Students were encouraged to take out membership to access the discounted member rate.

The early bird deadline originally coincided with abstract submission deadlines, with the latter then being extended. The early bird rate was offered to delegates whose abstract was accepted but this did exacerbate the budgeting problem described above, as well as generating the late rush for tickets that left a considerable number of disappointed delegates on the waiting list.

Included in the conference ticket price:

- Welcome reception, ceilidh, film screening (all free but required pre-booking)
- Playday and optional visits
- Coffee breaks and lunches
- Conference water bottle.

Not included:

- Tartan gala dinner
- Accommodation.

Cancellation policy

The cancellation policy was as follows:

If you are unable to attend IPAGlasgow2023, then the following refund arrangements apply:

- Registrations cancelled before December 5th, 2022: full refund of registration fees, less a 10% administration charge
- Registrations cancelled after December 5th, 2022: not eligible for refund, but transfer may apply.

Eligible refunds will be paid within 30 days of the cancellation and will be made in the same way the monies were received.

If you are unable to attend the conference, you may transfer your ticket to another named person. This must be done in writing to and with the agreement of the conference organisers. Bookings may only be transferred once. Please email the conference organisers to apply."

Cancellation policy note

The organisers retained a degree of discretion to assist under special circumstances and when the timing of the requested cancellation allowed. For example, we were able to buy back some tickets at the bursary ticket price.

Reflections and lessons learned

- There should be a tight core of people who have a good understanding of the breadth of the budget and all its requirements.
- Expect the unexpected – it is important to be agile and adaptable. In a globally connected world, events in other places can have a real impact – and remember that most external factors are out-with your control.
- Be cautious about the amount of finance that can be raised for the conference – pledges of intent may not materialise. Start as early as possible in warming up potential sponsors so that commercial sponsors in particular have time to include sponsorship in marketing budgets that are often developed months or years in advance.
- Ticket pricing is crucial to budgeting.
- It is important to base potential scenarios on sustainable and viable financial estimates. There is a core group of people who are always keen to attend IPA conferences in person and this had been demonstrated in past conference attendances.
- The International Advisory Group provided direct feedback on proposed costs, in real time, as key decisions were being made. They provided a window onto how the pricing structures would be received in their sector and their part of the world (including the global south). This provided valuable insight to the organisers in working towards the goal of achieving a truly international, multi-disciplinary gathering.
- Think carefully about the scale of any early bird ticket discount, and the time limit before the discount expires.
- IPA Members expect a discount on the base price, and it is usual to offer an Early Bird discount, and discounts to those from low income countries. However the delay in purchasing tickets by many of those submitting successful abstracts, who had been offered extended early bird rates, caused a considerable budget anomaly up until March 2023, and pressure on available full price tickets after March. If there is a decision to extend the Early Bird deadline for those with accepted abstracts, it shouldn't be open-ended. (As described above, those with the most limited finances or highest costs will be most likely to need an abstract accepted to make participating a possibility).
- Consideration needs to be given to the degree of flexibility on ticket purchases provided. There were requests for day tickets particularly from local organisations. Tickets for IPAGlasgow2023 were sold as four days only, as large numbers of day tickets could undermine budget viability, create an uneven spread of attendance across the four days and undermine the concept of extended time together as a play community. There would also have been significant operational challenges for day tickets that we didn't have the resources to administer (Health and Safety, different ticket lists each day, check in/out each day, day lanyards etc.) However, consideration could be given to find flexible options.
- Keep a risk register to mitigate risks where possible and monitor external risks
- Use the Wild Apricot system for ticketing registration, both for the conference and social events. However, note that some institutions can't process payments through this with bank cards or use PayPal, so some will require you to become a recognised supplier (fill in a form) and to submit invoices – there may be a lot of these. Invoicing and work that was 'off Wild Apricot' was substantial. Make sure that there is good communication between the branch running the conference and the people operating Wild Apricot so that there is a clear sense of who has registered and who has paid or not paid.

Letters in support of visas

Some delegates required visas in order to enter the UK and we received requests for letters of invitation in support of their applications. Some people were understandably reluctant to purchase tickets or pay for travel before knowing if their visa would be approved. This left conference organisers with tricky decisions on whether to provide letters, and we were aware of the possibility of people using conferences to come to the UK under false pretences. Some requests for visa support were rejected on this basis.

In order to decide whether to provide a letter, we made a distinction between:

- a letter of invitation for a person with a formal role in the conference such as a keynote speaker
- a letter of participation simply stating the details of the conference and that the person was an IPA member/had submitted an abstract/had an abstract approved/had bought a ticket (as appropriate).

Organisers also considered whether the person or their organisation was an IPA member or known to members of IPA or the Steering group.

Decision-making in the light of the invasion of Ukraine

The Steering Group faced the challenging decision of whether to accept abstract submissions from Russia, following the invasion of Ukraine in March 2022. The IPA Conference Guidelines give no advice on situations such as this other than the general principle:

“Conferences need to be organised in accordance with IPA's constitution... The organisers should also act in accordance with the UN Convention on the Rights of the Child and other human rights conventions, and in observance of equal opportunities, anti-discrimination policies and democratic principles.”

The Chair of the Steering group invited discussion at two of the regular meetings and sought further information on the position of IPA World, Glasgow City Council (which was by then hosting a number of Ukrainian families fleeing the war), Glasgow Caledonian University and the Scottish Government. The public position of other academic and cultural institutions was also considered.

A clear decision was easily made that a Russian speaker could not appear on the main stage nor as a plenary speaker and to do so would jeopardise Government support for the conference; nor would abstracts be accepted from anyone from Russian State-sponsored institutions. Less clearcut was the position on potential participation of Russian delegates with a known history of supporting the UNCRC and children's right to play or from non-governmental organisations. IPA's a history of working around play in crisis has necessarily involved locations with poor human rights records.

This was a sensitive topic and Russian play rights advocates who would previously have participated were themselves highly aware of this. In the event, the Steering Group decided not to consider any abstracts from Russia and not to provide visa support to anyone coming from Russia. Two Ukrainian delegates were supported to attend, and one spoke as part of the International State of Play Panel.

Reflections and lessons learned

- Take soundings from all relevant stakeholders and allow time to have the discussion.
- Stay informed about visa requirements to enter your country and keep up-to-date with changes to visa and travel regulations impacted by global events.
- Assess the impact of decisions on reputation of IPA and the conference, and subsequent participation of delegates.
- Consider the core values and purpose of IPA and the context of IPA's work.
- Be aware that other issues such as climate justice, state-led or private sector human rights violations may give rise to similar discussions and dilemmas for planners of future conferences.



Thank you chalking

Bursary fund

A successful effort was made to build the conference Bursary Fund – the largest bursary fund of any IPA Triennial World conference to-date. The fund aimed to enable the participation of people for whom cost was a substantial barrier. Some of the people who find it hardest to access funding are those working with children in most need of play and in the most challenging circumstances.

The fund was built in various ways:

- IPA Scotland fundraising
- option to donate at the point of buying a ticket
- option to buy a benefactor ticket (a ticket price decided by the buyer starting from a minimum of £600)
- option to donate directly or through sponsorship.

Several IPA Branches contributed to the Bursary Fund as well as making efforts and raising funds to support individuals in their own countries. The Bursary Fund was greatly assisted by substantial personal contributions from some individual IPA members. Overall, keeping both the idea and vision of the Bursary fund at the forefront of people's mind – by talking about the diverse representation, valuing voices that are less often heard, articulating IPA principles – helped to stimulate an effective effort.

Bursary Fund income

IPA Scotland	£1,645
IPA Japan	£100
IPA USA	£1,160
IPA Cymru Wales	£380
Donations at the point of ticket sales	£400
Donor 1 (via IPA Hong Kong)	£1,000
Donor 2 (via IPA Hong Kong)	£4,271
Anonymous donors (via IPA Scotland)	£1,385
	£10,791*

*The difference between this and the figure in the statement of income and costs is explained in the notes attached to the statement.

Applicants and decision-making

58 applications were received from 21 countries.

Applicants came from a range of backgrounds or sectors including academia/research, after school care, design, early years, education, equalities, health, nature, play therapy, playwork, policy.

A small group was formed to make decisions on Bursary Fund distribution. They took into account three sets of priorities:

- priorities suggested by the donors included supporting delegates from: India; Africa or low-income countries; United States; Scottish playworkers.
- priorities of the conference organisation: conference registration; abstract acceptance.
- IPA Priorities: dissemination of information; impact on children; impact nationally/on communities; supporting participants from India in recognition of the cancelled Jaipur conference.

The group also applied the principle that awards should be sufficient to enable the selected individual to attend rather than spread the fund too thinly.

There were several levels of award ranging from ticket-only, to packages including travel, accommodation and a ticket.

- In total, £10,791 was raised for the Bursary Fund.
- 16 bursaries were distributed.
- Bursary recipients were from Bangladesh, England, India, Nigeria, Scotland, Turkey, Ukraine, and the USA.

“My work will contribute to the development of the adults in regard to helping them understand the value of play and perform their practice by providing space and time for play.”

Selected recipient, Turkey

“We have 11 members in our Play Team so I will upskill them by sharing learning which in return will support communities.”

Selected recipient, Scotland

“My participation will enable me to learn coping mechanisms, play patterns, forms of play of children from all over the world through the papers and workshop that will be presented.”

Selected recipient, Nigeria

“This was a magical experience, listening to people talk about everything Play for a whole week!! We had conversations and discussions that were far beyond ‘Why Play is important’ and instead directly focused on, ‘How can we build entire programmes, communities, cities and even countries with Play at its central core?’ I felt at home with all the beautiful ‘Play People’ all around me... I felt proud, humbled and super excited through this entire experience at the conference!”

Selected recipient, India

“Our views around the representation of a wide range of people, specifically indigenous peoples, were also well regarded. Being able to advise on the bursary scheme was particularly pleasing and welcomed.”

Feedback from International Advisory group/Bursary Fund group member

Reflections and lessons learned

- Take every opportunity to make it known that there is a Bursary Fund, why this is important to the conference and how to contribute. The opportunity to donate to the Bursary Fund can be mentioned on donor letters, the website, at meetings, with the IPA Council etc.
- Make sure there are easy ways to donate – providing an optional ‘donate to the bursary fund’ button at the point of purchasing a ticket is an ideal way to do this.
- Providing a ticket is the easiest option as no money has to change hands and it can be provided at cost rather than purchase price. However, ticket-only options are likely to assist only a small number of applicants as the greater cost can be travel and accommodation.
- Make sure to consider the timing of the application process and decision-making. Leave it too late and delegates may have missed economical travel options or permission to be absent from work. Consider how decision-making aligns with deadlines for abstract submissions.
- If donations are coming from a Branch in a country from which a successful application is made, it may be possible to agree that the payment go direct to the recipient (rather come through the conference account and back out again) thus avoiding incurring expensive international banking fees.
- Traditionally IPA World had set aside a small sum each year as the basis for a Bursary fund. Reinstating this practice would provide a useful starting pot for fundraising.



Delegates join in with child-led games

Facilities

Venue

Glasgow Caledonian University (GCU) was identified early on as the ideal location for the conference. It has a long history of play-based research and is a distinctive, inclusive and forward-looking university committed to its social mission to promote the common good.

The Annie Lennox Building conference facilities offered a fantastic, bright and modern space. The building was the focal point as delegates arrived on campus with the glass atrium space providing a warm and welcoming area filled with natural daylight to kickstart IPAGlasgow2023.

It was ideally located in the centre of Glasgow, with easy access for delegates to air, rail and road links. The campus is walking distance from the railway stations, the underground rail system and bus station.

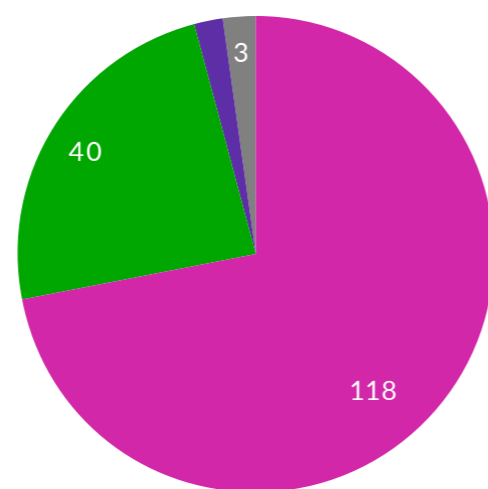
“Loved the venue & ability to walk there & to cinema for screening etc – I didn’t need to use any transport while in Glasgow.”

GCU is Disability Discrimination Act (DDA) compliant. Our preconference information provided links to the [campus virtual tour](#) and links to an [accessibility website](#) to provide as much information as possible in advance to delegates.

One of the rooms at the venue was set aside as a conference office.

96% of delegates rated the venue “very good” (72%) or “good” (24%).

● Very good ● Good ● Fair ● Poor



Delegates were particularly appreciative of the location, design of the space and the support of the venue team. Being able to see outside and get outside into well-designed green, social spaces was important to many delegates.

“Shout out to the staff of the Glasgow Caledonian University. From top to bottom, they were pitch perfect.” Delegate feedback

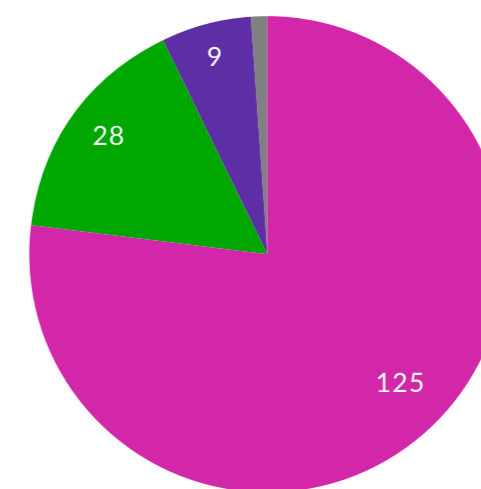
Registration

The registration desk was open on the afternoon of Monday 5th June, the day before the conference opening, for those who wanted to avoid a rush on the first morning. This worked very well with approximately 20% of delegates registered on the Monday, reducing pressure on the first morning of the conference.

At the time of registration, each delegate received their lanyard, which could be personalised (See more on lanyards in ‘Welcoming, accessible, inclusive’.) This conference broke with the tradition of a conference bag as we were generally going paper-free. Instead delegates were offered an eco-friendly recycled conference water bottle with logo as both a souvenir and a reminder to fill reusable bottles at the fountains rather than buy bottled water. (See more on efforts to be environmentally friendly in ‘Welcoming, accessible, inclusive’.)

77% of delegates felt that having access to the outdoors at all times had a big or important impact.

● Big or important ● Some ● Didn't need it but plea...



Managing the flow of people around the venue

With a busy programme and capacity attendance, the flow of people around the building was critical. Pre-conference information was provided to explain what to expect and the options available. The conference volunteers played a vital role in offering friendly help and guidance to get people to where they wanted to be. (See 'Volunteers' for more on the volunteer scheme.)

All rooms and sessions were filled on a 'first-come-first-served' basis and when full, no further delegates were allowed in. It was explained that there would be no exceptions as the limits were for safety and comfort reasons. We ensured there was a volunteer at the door of each session to help if capacity had been reached in a room. There were plenty of options every day, so if the first choice was full when delegates arrived, there were lots of other sessions to choose from!

Despite these efforts, some delegates questioned the rationale for not allowing more people into rooms and were disappointed when they couldn't get into chosen sessions. Others were more sanguine and appreciated that other choices were available.

Food, catering and breaks

Breaks were designed to be generous to give people time to reset, refocus and get to where they wanted to be – which as the sun shone was often outside.

“My favourite part of the conference was the coffee breaks that allowed for true networking times that I think are missing from other conferences.”

“My favourite part of the conference was the breaks that gave occasion to meet interesting people whilst enjoying a good coffee and sweet.”

“Consideration of dietary restrictions was exceptional. I don't have any restrictions but observed and overheard so many grateful participants.”

The catering team received lots of positive feedback and assisted with requests and dietary requirements both those they were informed of in advance and those which arose in the course of the event. 88% of delegates rated meals and catering as “very good” or “good”.

“The catering crew and the food was outstanding! I'm so glad it was provided.”

Delegate feedback

Audio-visual (AV)

Basic conference AV was provided by the venue. When requirements became more complex additional services were bought in. This allowed for additional microphones for panels, for plenary sessions to be streamed to an overflow room and quiet room, and for some plenaries to be recorded. There were some challenges integrating the bought-in AV with that of the venue due to digital security issues, but these were overcome.

Rooms for parallel sessions were equipped with computers and screens. Presenters were required to bring their presentation on a flash drive to transfer to the room's computer. Presenters were not asked to send their materials in advance to pre-load due to the complexities of the programme. Volunteers stationed in each of the rooms were there to assist presenters with the technology and were able to call on expert IT support if required.

“Scottish English was particularly difficult to hear. For non-native English speakers, it would be easier to understand the plenary sessions and other sessions if subtitles were provided. It would also be useful for the hearing impaired.” Delegate feedback

Accommodation

Glasgow Convention Bureau (GCB) provided delegates with a bespoke package of conference accommodation options and offers of special delegate rates. This was accessed through an accommodation booking portal on the conference website, provided by GCB. To access the guaranteed conference rates, delegates had to book through the portal by a deadline six weeks ahead of the conference.

Delegates were also provided with information about budget hostel options. Many delegates booked accommodation through online Apps and booking sites. GCB also assisted in securing suitable hotel options for the IPA World Board, the conference organisers and keynote speakers.



Ticket table



Conference dressing

Reflections and lessons learned

- There was a hope of matching delegates to local hosts for home stays. The intention was to help reduce costs to visitors and to add interesting social and cultural opportunities to the mix. While ultimately there wasn't sufficient capacity to think through and set up a system to facilitate matching guest and hosts, we do think this is an idea worth investigating in future.
- Delegates were asked in advance to indicate dietary requirements. The catering options and the willingness of catering staff to assist with meeting needs were greatly appreciated by delegates. There remained some aspects where some delegates felt their needs weren't met including sensory-friendly food and sensory-friendly spaces to eat. Some delegates suggested considering fully vegetarian catering. We recommend that consideration of catering be integral to the choice of venue and that there should be early discussion with catering managers to explore how needs can be met.
- It is important to check out at an early stage AV available through the venue. The potential for additions and the costs involved.
- Provide as much support as possible to navigate the venue - volunteers, maps, signage (in different languages and formats).
- It's really important to communicate clearly and consistently about numbers of people in a room for sessions, when they can move from the room and expectations of staying in a room for a block of sessions. In whichever way the conference organiser decides to make these arrangements, the arrangements and the reasons for them should be clearly communicated and then consistently applied.
- Given the number of breakout options, "first come, first served" worked well for the management of the conference delegates and breakout access, but did not suit all delegates.



Walkie talkies in place

Marketing and communications

As noted above, we were able to use the Wild Apricot system to send direct communications to registered delegates in the run up to the conference. A contact email address was set up on Gmail and a contact form was available on the website.

Conference hashtag [#IPAGlasgow2023](https://twitter.com/IPAGlasgow2023)

Social media <https://www.facebook.com/IPAGlasgow2023>
<https://twitter.com/IPAGlasgow2023>

We made use of IPA Scotland social media, linked to that of IPA World and the conference partners. The conference partners contributed significantly to generating a positive online presence. They were also able to share conference information through their networks. Marketing and communication was however another area to fall victim to the uncertain financial situation and was delivered with a minimal budget and through the time and skills volunteered by individuals. While this remained a concern throughout, the conference managed to create a fairly consistent identity, tone and identifiable style.

Mainstream media

The minimal approach fell down in not having one or two key people dedicated to nurturing media contacts and coverage, as the core team was already heavily committed. Again, conference partners stepped up with contributions such as Play Scotland's 'IPA takeover' podcasts released through the Play Well series [The Play Well Podcast](#) - Play Scotland. A number of delegates wrote reflective articles and blogs shared on social media.

The opening plenary was filmed by Scottish mainstream broadcaster STV and featured on their main evening news programme and social media. This featured children from Glasgow's Lorne Street Primary School who opened the Conference by posing questions they had gathered from children in Nigeria, India, Brazil, Taiwan, Canada and the USA to Prof. Philip D. Jaffé, Vice Chair of the United Nations Committee on the Rights of the Child.

Identity

The conference logo was created in-house by IPA Scotland and provided the reference colour palette for visuals and the website. It incorporated the IPA logo, the Glasgow skyline in an echo of previous conference logos, and an outsized thistle as a playful symbol of Scotland. Square or rectangular variations were available to use as required.



The thistle was one of a set of Scottish 'icons' created by artist Barbara Middleton (IPA Scotland Board) which we were able to use on social media posts and signage.



The conference aim to be welcoming, accessible and inclusive also extended to all communications and became part of the conference identity. Effort was made to ensure communications were written in Plain English, without jargon, bearing in mind many people would be reading English as a second language. We chose to describe and name our efforts to be inclusive. We aimed to use friendly, welcoming and non-stigmatising language.



Recordings

The plenary sessions were filmed and have been made available on the conference website. Due to a technical error, the State of Play panel discussion is not available.

Reflections and lessons learned

- Formulate a communications plan with a clear focus for the various phases of conference promotion, delivery and legacy. Ensure responsibility is allocated and, if a new team is created (for example from partner organisations along with IPA World), ensure the IPA context and their respective roles are well understood.
- Liaise with IPA World Communications to amplify messages and to ensure that all channels are well utilised.
- Commission a dedicated photographer to focus on gathering images throughout the conference. Provide a shot list to ensure images of all types of activities, highlights, events, key guests and presenters. It might be possible to engage a student photographer through a further or higher education institution.
- Consider your approach to permissions and waivers especially for child participants and be clear about how images will be used (for example reports, social media, mainstream media etc).
- We echo the recommendation of IPA Canada for future conference organisers to have a dedicated communicator(s) on site to support media inquiries and social media posts. This would enable other members of the team to focus on their areas of responsibility while ensuring that messages are being delivered in a timely manner and with a consistent identity and tone.



IPA Scotland Board snapped in the photo frame

The conference programme

The IPAGlasgow2023 programme consisted of a rich mix of plenary sessions, parallel sessions (papers, panels, play breaks, workshops), posters, generous breaks for coffee, lunch and informal conferencing, the social programme, and IPA members' events including the General Meeting and Presidents' reception. Creating the programme was a highly complex task.

Conference overall theme – Play: Rights and Possibilities

Scotland is recognised as one of the world's leading nations for its support and practical action for children's play. The right to play is backed by policy and practice across all sectors. The conference aimed to examine how UN General Comment No 17 on article 31 of the Convention on the Rights of the Child has impacted policy and practice in Scotland, and worldwide, to improve children's right to play and to create possibilities for the future.

At the time of IPAGlasgow2023, Scotland was setting out to implement and integrate children's rights into all parts of Scottish life by making the Convention on the Rights of the Child part of the law. We saw this as an opportunity to explore what this means for the right to play. We also explored how play reduces pressure and increases resilience in children's lives, supporting their positive mental health and wellbeing.

Conference sub-themes and descriptors

Play and the realisation of other rights	Ten years on from the publication of UN General Comment No 17 on article 31, the conference will examine how it has impacted policy and practice in Scotland, and worldwide, to improve children's right to play. We will look at possibilities for the impact of play on realisation of children's rights in the future, and the possibilities, challenges and implications for the implementation of the UNCRC more widely.
Play and the creation of environments	The importance of play in the life of every child has long been acknowledged by the international community. Every child should be able to enjoy the right to play regardless of where they live, their cultural background or their parental status. We will look at how the play can enhance childhood experience, and the quality of childhood when faced with challenges such as poverty, inequality and conflict.
Play and the quality of childhood	Children and young people are facing increasing health and wellbeing challenges due to societal and environmental pressures, economic conditions, conflict and the aftermath of COVID-19. We will explore how play can reduce pressure and increase resilience in children's lives.
Play and children's entitlement to optimum development	Scotland is setting out to implement and integrate children's rights into all parts of Scottish life, by bringing the UNCRC into domestic law. We will explore how incorporating the right to play in public service delivery, health and education, particularly in the early years, can improve children's right to optimum development.
Play and resilience	Environmental conditions have a huge impact on the realisation of the right to play in children's everyday lives. We will consider urban and rural planning through the lens of outdoor play, placemaking, play sufficiency, playground, playspace and public realm development.

Work on creating the programme was led by Professor John McKendrick of Glasgow Caledonian University who chaired the Academic and Practitioner Advisory Group. The group met together three times and maintained regular email contact in-between meetings. For every meeting, two time slots were available to enable participation across time zones.

The group comprised experts from every continent and across a wide range of specialisms, although most were from Scotland, the UK and Europe. (See list of members in Appendix 5)

The overall work of the group was to:

- review Abstracts submitted through EasyChair
- solicit contributions (this was a less significant area of work)
- devise the conference programme (this was undertaken by the Chair)
- prepare a Book of Abstracts and a Conference handbook (undertaken by Chair)
- publish two pre-conference publications (managed by the Chair)
- co-ordinate post-conference collections (in process).

The group delivered the core objective of devising a conference programme and went beyond the core objective to deliver additional benefits:

- pre-conference publications
- post-conference collections
- being supportive in our approach to Abstract submissions (which required extra work to support some submissions).

Most sessions also required moderators, organised by this group and drawn from the pool of delegates.

With a full and wide-ranging programme, the aim was to help people navigate choices and create the conference experience they were looking for. Every organiser of an IPA conference has faced a similar challenge – to find a balance in creating a manageable programme while being as inclusive as possible and hearing many varied voices.

“Too many workshops – lots of clashes for me.” Delegate feedback

“My favourite part of the conference was the weaving together of practitioner expertise, scholarship & research, innovation and leadership.” Delegate feedback

“I had to choose between sessions and talks so spreading the sessions over more time/days could have helped.” Delegate feedback

“The only negative I experienced was the programme – it was overwhelming. There was a lot scheduled and it was difficult to navigate the information to decide which of the smaller sessions to attend.” Delegate feedback

A Book of Abstracts complemented the full programme document. (See accompanying documents for both of these.) Overviews of the programme were offered for each day of the conference and listings provided for all the options that were available at any point-in-time during the conference, the type of contribution and by presenter.

In the Book of Abstracts, delegates could find:

- a full description of each contribution
- a listing of contributions by keyword
- a listing of contributions by domicile of presenter
- an alphabetical list of contributors to the main conference programme.

With the ID number of a contribution from the Book of Abstracts, delegates could use the search function in the programme for details of when it was being presented. A QR code on delegate lanyards and available around the venue linked straight to the programme information which was hosted on the conference website.

The conference programme provided an overview of the programme in terms of coverage of themes (creation of environments gaining most coverage), types of session (presentations being most frequent form), presenter facts and figures (for example, just over one-tenth of the papers had authors from more than one country).

Feedback from delegates was evenly divided between those who found the conference programme and Book of Abstracts “very good” and “good”, as those who found it didn’t meet their needs. We were aware that a conference app displaying the programme interactively with more intuitive features would have been very welcome. The previously mentioned uncertainties did not however leave room in the budget for this early enough to put it in place.

“The program was difficult to manage. Having to go back and forth between the abstracts and the sessions to identify them made it hard to schedule your day. It would be better to narrow down the breakout sessions. There were too many.”

Delegate feedback

There were also other suggestions from delegates including:

- Programme – everything in one place without the need for cross-referencing
- An app / interactive book of abstracts/timetable
- Bigger rooms, so that people are not turned away from sessions.
- Countries names in the presentations
- Descriptions of who workshops are intended for, for example, for occupational therapists, health providers, teachers, playworkers, researchers, etc.
- Biographies and contact information for the speakers and participants.

It is always important for IPA conference organisers to consider that traditionally the majority of delegates at IPA conferences are also presenters, as this is how many delegates fund their attendance. Reducing the number of options in the programme can have a significant impact on ticket numbers.

Explanatory note on session types

Keynotes – Presentations or panel discussions in which everyone comes together for the same session. Keynotes tend to last one hour (longer than most sessions).

Lantern Sessions – Three types of session. Either a children’s participation session, an “in conversation session” (an interactive interview), or a presentation. Lantern sessions last either 60 or 90 minutes.

Play Breaks – Most of the main conference time slots offer a play break. Most of the sessions offer either an inside play break or an outside play break. As the name suggests, each is a playful interlude from the main conference programme.

Poster displays – Available to visit at any time during Tuesday, Wednesday, and Thursday. A new display each day. The authors may indicate a time during the day when they will be available to discuss their work.

Workshops – These are “doing” activities. These take different forms (each is described in detail in the Book of Abstracts). Workshops last for either 60 minutes or 40 minutes.

Panel discussions – These bring together a group of carefully selected people to discuss an issue. They generally allow for some audience participation in the discussion. Panels are 60 minutes.

Presentations – One of the options available. The core of the conference programme. 30 minutes have been allocated for each speaker, with a recommendation that the speaker uses 20 minutes to present, leaving 10 minutes for questions and discussion.

Figure 5. Explanatory note on session types

Opening, closing, plenary sessions and keynotes

A short-life group was convened to propose keynote speakers. The group was formed after an initial search for suitable keynote speakers which resulted in a wide range of suggestions. The group was tasked with carrying out an initial sift. Keynote speakers were expected to be: a great speaker about play; current, fresh, engaged with important issues impacting play; known in their field or region as speaking with substance and insight; and able to link to conference themes.

There was pressure to announce keynote and plenary sessions as soon as possible since, as the front-facing element of the programme, they were considered one of the drivers of ticket sales.

It quickly became apparent that the task was not just to pick keynote speakers but to curate the programme. As much of an art as a science, curating the keynote and plenary sessions demanded a feel for the international nature of the conference, reflection of the themes across the programme and a sense of continuity with the concerns of the IPA community. There was also a strong desire to tell the story of play in Scotland on the main stage and to showcase achievements of the host nation. The main stage was also a natural place to demonstrate commitment to children and young people’s participation.

“Thank you once again for the extraordinary time I had in Glasgow. The hospitality, kindness, love for children and play was soul filling! It truly was an honour to be part of such a special gathering of beautiful humans!” Monique Gray Smith, invited “in conversation” speaker

“It was a genuine and unique pleasure to be part of the IPA conference, coming, as it were, from a very different community of interest. It was like meeting a long lost part of your family that you never even knew existed – people who spoke and understood my language, perhaps even more than the family I was brought up in! I was made to feel so welcome, and despite my anxieties about having the cheek to come to a play conference from a mental health background, it was deeply affirming to find a people whose thinking and approach felt so important to me and should be to all those working in the field of mental health.” Dr Adam Burley, invited keynote speaker

Tuesday	Wednesday	Thursday	Friday
Morning	Morning	Morning	Morning
<p>Welcome</p> <p>Bagpiper Gaelic school clarsach players (harpists)</p> <p>Opening ceremony</p> <p>Welcome to Scotland. Tam Baillie, chair on behalf of the IPA Glasgow2023 Steering Group</p> <p>Welcome to Glasgow. Lord Provost Jacqueline McLaren</p> <p>Moment of reflection</p> <p>Address from IPA President. Robyn Monro Miller</p> <p>Professor Philip D. Jaffé, UNCRC Vice Chair and children from Lorne Street Primary School, Glasgow</p>	<p>Welcome</p> <p>The State of Play in Scotland Panel</p> <p>Heather Douglas, City of Glasgow Council</p> <p>Jane Brumpton, Early Years Scotland</p> <p>John McKendrick, GCU</p> <p>Mairi Ferris, Inspiring Scotland</p> <p>Marguerite Hunter Blair, Play Scotland</p> <p>Anne-Marie Mackin, IPA Scotland</p> <p>Moderator: Robyn Monro Miller.</p> <p>Address by the Minister for Children, Young People and Keeping the Promise (Natalie Don, Member of the Scottish Parliament)</p>	<p>Welcome</p> <p>Playful Start with Licketyspitt Storyplay Champions</p> <p>Keynote address: Play as a Second Language: Trauma, Relationships and Recovery.</p> <p>Dr. Adam Burley</p> <p>Questions facilitated by Jean Carwood-Edwards</p>	<p>Extended morning coffee break</p> <p>Closing Ceremony</p> <p>Gaelic school fiddle players</p> <p>Game, thanks and acknowledgements</p> <p>Reflections on the conference</p> <p>Short film showing</p> <p>IPA World</p> <ul style="list-style-type: none"> - conference resolutions - new IPA Branch - Right to Play Awards - IPA life memberships <p>“Pass the baton” ceremony from previous conferences hosts to the next conference (Hong Kong, Wales, Turkey, Canada, India, Scotland)</p> <p>Words of invitation from next conference host.</p> <p>Closing message from Professor Jaffe</p> <p>Communal singing</p>
Afternoon	Afternoon	Afternoon	Afternoon
<p>Lantern “in conversation”</p> <p>Kathy Wong Kin-ho in conversation with Melodie Crumlin</p> <p>Growing play from the grass roots up: a conversation from Hong Kong and Scotland</p>	<p>Lantern “in conversation”</p> <p>Monique Gray Smith in conversation with Henry Mathias/ Cameron Sprague</p> <p>Love is Medicine</p> <p>Keynote address: How play drives public spaces for children in cities</p> <p>Dr. Sudeshna Chatterjee</p> <p>Moderator: Rachel Mathers, IPA Scotland</p>	<p>Lantern “in conversation”</p> <p>Prof. Roger Hart and Silvia Veiga-Seijo, in conversation with Prof. John McKendrick</p> <p>Purposively Researching Play Across the Generations</p> <p>The State of Play International Panel</p> <p>Mine Göl-Güven, Turkey</p> <p>Adefunke Ekine, Nigeria</p> <p>Monique Gray Smith, Canada</p> <p>Christine Lee, Taiwan</p> <p>Maryna Stoliar, Ukraine</p> <p>Moderator: Theresa Casey, IPA Scotland/Marianne Mannello, Play Wales</p>	<p>Playday</p>



The State of Play in Scotland Panel, with Scotland’s Minister for Children (centre)

Figure 6. The plenary sessions including children, keynotes and in-conversations curated by the Programme Group

Programme elements were all rated highly by delegates who attended them. The following elements were rated “**Very good**” or “**good**” by a high percentage of delegates.

Plenary speakers and panels	97%	Parallel sessions	76%
Opening session	88%	Playbreaks	94%
Closing session	93%	Playday	79%
“In conversation”	98%	Visits	93%

“My favourite part of the conference? How do you choose one?! Top three is the best I can do – Adam Burley plenary, children’s participation (Q&A with Philip Jaffé and play experts at International Day of Play lantern session), play film at closing ceremony.”

Delegate feedback

“I witnessed the fun-filled and participatory Lickityspit opening. We all enjoyed their amazingness.”

Delegate feedback

“Very hard to say as there were so many brilliant moments! If I had to choose two of many, it would be the “In Conversation” sessions in the Lantern Room. I really enjoyed the format which gave insights from the speakers we might not have heard otherwise.”

Delegate feedback

“Listening to Monique Gray Smith speak. I was so tired then, but I thought let me go listen to Ms Gray. I didn’t know who she was, and I was blown away by what she shared.”

Delegate feedback



Pass the baton ceremony

Reflections and lessons learned

- The main challenge was time – it was a demanding process.
- The Conference decision (on environmental grounds) not to produce a paper copy of the Conference programme was not popular with all delegates. We had a paper copy at the information desk, but not all delegates knew it was there – it could have been in a more accessible format, with dedicated assistance available.
- Early budgets allowed for a conference app which would have displayed the programme interactively with more intuitive features. This was another casualty of finances but was suggested numerous times by delegates in feedback and would be recommended as a core budget line for future events.
- The Conference programme was made available in several formats in advance of the conference. However, many delegates were confused – don’t expect all delegates to have ‘completed their homework’ beforehand.
- Our approach was to be inclusive (particularly as IPA lost the previous conference due to Covid-19). This meant that there were many parallel sessions. There are significant pros and cons in this to be factored in. Some feedback suggested the programme was overfull. On the other hand, as mentioned previously, many delegates rely on being able to present in order to access funds and support to attend.
- Curating the keynote speakers and plenary sessions takes considerable time and discussion as each needs to work as a stand-alone element but also play its part in making for a coherent sense of a whole conference – with a beginning, middle and end and sense of narrative linking threads together.
- Arrange plans for stand-in moderators and keynote speakers in advance, including having briefing notes of what is required available to handover and more than one person with detailed knowledge of the relevant sessions. Our programme required two last minute stand-ins due to illness and other circumstances
- Delegate feedback suggested that Posters and Right to Play Awards weren’t given sufficient prominence. With so many elements for conference organisers to consider, ensure there is enough attention to every way that delegates can participate so they are equally valued.



Children and young people's participation

The aim was to have children's experience woven through the conference, with presentations of visual media, papers, projects and research. Delegates could also find out about children's experiences in Scotland first-hand through our programme of facilitated visits. We wanted IPAGlasgow2023 to showcase, enable and facilitate genuine engagement with children and young people, as well as ensure their experiences and perspectives were heard.

"One of my most favourite aspects of the conference. Incredibly powerful and continues to impact me. Just wonderful!" Delegate feedback

What was achieved in summary:

- A participation advisory group (PAG) with Terms of Reference was established.
- Information about children's participation was requested from anyone submitting an abstract.
- Information and guidance was offered on the website.
- Children and young people were involved in the conference in various ways.
- A Playday was held.
- A programme of visits was organised.

Establishing a Children & Young People's Participation Advisory Group (PAG) was a priority for the organisers, with a role to guide and build participation into the conference. The group worked both on guidance and on practical ways to support children's participation.

There were 12 members of the group, chaired by Marguerite Hunter Blair (Play Scotland and IPA Scotland) and including Scottish Government, conference partners, key stakeholders from the children's sector and two academics from children's rights and participation backgrounds. Administration for PAG was provided by a conference partner organisation.

There were two separate subgroups

- Litter Pick and Play convened by Jenny Lester**
- Playday convened by Melodie Crumlin**

An action plan was developed and updated at each meeting.

Key assets developed:

- 1) Conference principles: children and young people's participation
- 2) Conference guidance for children's participation developed by group which led to a participation page on the website.
- 3) Play: Rights & Responsibilities Participation Plan underpinned by Conference principles: children and young people's participation.
- 4) Professional support package from a journalist to support the confidence and skills of young people participating as roving reporters and conference interviewers.
- 5) Technical support for Podcast recordings.
- 6) Installations including the Tree Sculpture at the conference to showcase participation projects.
- 7) Media film packages created of young people participating from across Scotland. These were played on a loop in the poster presentation area and made available on the conference website.
- 8) Conference hospitality for children and adults accompanying them and created Keepsake Bags for children participating.
- 9) Participation/consent forms
- 10) Risk assessments, insurance details, licence agreements, refreshments, site plans and toilet facilities for Playday.

Conference principles: children and young people's participation

1. Children's human rights underpin the IPA international conference. Children and young people's participation is central to the conference in line with UN Convention on the Rights of the Child (CRC) articles 31 and 12 and the independency and indivisibility of all CRC articles.
2. Children and young people are engaged, involved and able to participate meaningfully in the IPA Conference. This participation includes the contributions of children and young people from the host country and internationally.
3. Children and young people's participation is ambitious, practical and doable and contributes to the conference planning and programme delivery. Children and young people are engaged through partner organisations to ensure their participation is meaningful, strategic and sustained.
4. The Conference is based on principles of inclusion, diversity and equality.
5. Children and young people are involved from across age groups – young children to older young people – and include those with a range of experiences and circumstances including disability, race, gender, socio-economic circumstances and country-based inequalities.
6. Children and young people are engaged, involved, visible and heard throughout the conference programme, through formal and informal activities including conference presentations, abstracts and papers, visits, and the social programme. This also includes reports, resources and media that are produced for the conference.
7. Children and young people's participation in conference activities is positive, fun, stress free, safe and of high quality. Their participation is not experienced as tokenistic. Consideration is given as to how to acknowledge their contribution.
8. The focus is on using the skills, knowledge and experience of partner organisations to support children and young people's participation, recognising the limitations of resources and organisational capacity.

Delegates were asked not to photograph the children and young people without explicit permission

Figure 7. Conference principles: children and young people's participation

The role of children in papers, research and projects submitted through the abstract process

Many contributions involved the active participation of children. Information was sought from delegates submitting abstracts and demonstrates that children's participation is intrinsic to the conference programme:

- Children were active in research in 167 submissions
- Children were active in shaping findings in 137 submissions
- Children would present through video in 11 submissions.

PAG numbers

The total number of children and young people is approximately 1,171.

Some groups of children participated in different fora i.e. more than once.

- Over 832 children participated in Litter Pick and Play in Scotland from 22 groups. Additionally, over 100 children from IPA USA, IPA Nigeria and IPA India
- At Playday 160 children participated – see Playday report

At the conference

- 8 children from Lorne Street Primary School took part in main stage opening session with UNCRC Vice Chair Professor Philip D. Jaffé. The children posed questions gathered from children in Nigeria, India, Brazil, Taiwan, Canada and the USA, as well as their own questions.
- 10 children from St Mirin's Primary School presented in person re Litter Pick and Play and three countries participated by pre-recorded film
- 10 children from St Mirin's PS also participated in the World Cafe workshop for the proposed International Day of Play
- 2 young clarsach players opened the conference and 4 young Gaelic School fiddlers played at the closing ceremony.
- 10 care-experienced young people – 'The Aileymillers' – led delegates in a participatory workshop they had developed about the nature of play and what it means to them.
- 10 Licketyspit Storyplay Champion children (and 4 parents) from across Glasgow (aged 3-12) led the full conference in a Playful Start on day three. The children were mostly from asylum-seeking families from across Glasgow
- 10 Licketyspit Storyplay Champion children, parents and actor-pedagogues led a Storyplay session with delegates in the Lantern Room.
- 10 Licketyspit Storyplay Champion children undertook delegate interviews and engaged with delegates in breaks on day three and interviewed them about play (children's interviews can be found on the Licketyspit [website](#)).
- Storyplay drawings by delegates about play were displayed in the foyer alongside Storyplay Dressing-Up Stall!
- 6 Young Roving Reporters from PEEK attended on final session and Playday to interview delegates for a [podcast](#) released as part of post conference legacy.

"The children and teacher from Lorne Street Primary School did a fantastic job of putting their own questions to Prof. Jaffe and presenting the questions of children around the world. Very insightful and set a great tone for the rest of the event."

Delegate feedback

Legacy and impact

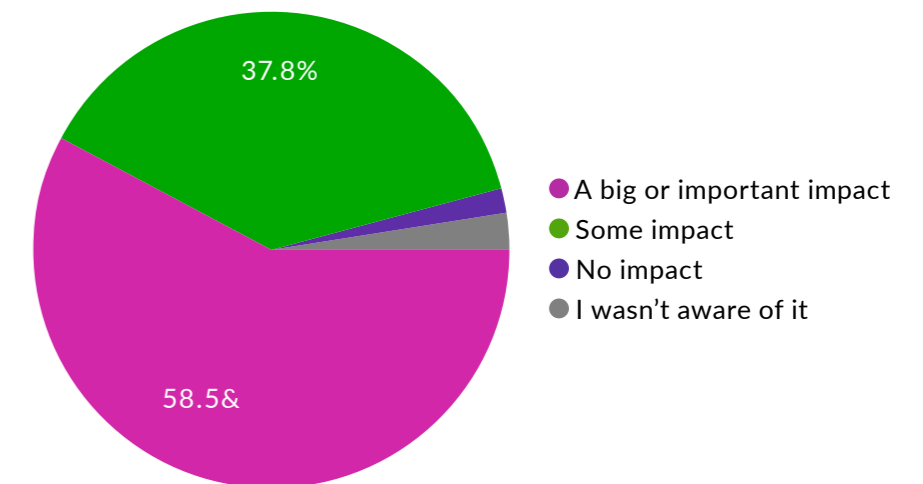
- St Mirin's Litter Pick and Play Tree sculpture and installation with reflections on play, moved to Glasgow City Chambers and then toured Glasgow Libraries.
- Litter Pick and Play is continuing in schools and after school clubs.
- Participating organisations featured blogs & photos about their IPA participation on their websites e.g. Licketyspit Storyplay Champions shared with 1200 Licketyspit Children & Families Network families in Scotland.
- The 'IPA takeover podcasts' were edited by Play Scotland and released monthly on a range of platforms.
- The children and young people had a wonderful time.
- Playday was well attended, a good model used and well supported by local businesses.

"It's been the best day of my life so far, and it's only lunchtime!" Child participant

Feedback

58.5% of the 164 respondents said that children's participation had a big or important impact through the conference. Another 37.8% said it had some impact.

96.3% said it made a big, important or some impact.



Children quiz UN expert on the right to play

Children and young people's participation generated a huge amount of positive feedback from delegates.

"Fantastic! More young people at conferences for sure. Made the conference more memorable and significant."

"The children's participation was meaningful and had a real impact. They all did an amazing job."

"It was great to see children involved throughout the conference in different ways. It felt appropriate and genuine."

"It was wonderful to see and hear from children from across Scotland and the world – from challenging questions, presentations, participation in play day and reporting – wonderful."

"This was the aspect which stood out most to me – amazing to have them actually participate."

"It was great to see children's participation through the event – personal favourites were the Q&A session with Philip Jaffê and the play experts at the International Day of Play lantern session."



Children chat informally with UNCRC Vice Chair

It was clear delegates feel children's participation is integral to a successful conference and the efforts in IPAGlasgow2023 enhanced what was on offer. Some feedback also suggested ways to develop children and young people's participation in future. Other feedback suggested we might have included more background information explaining how participation came about and the preparation that had been involved.

A selection of representative comments are included here.

"Children should have access to IPA conferences everyday through play sites integrated within the venue. These could also be a demonstration of playwork at work for many people around the world who do not have access to play workers in their countries."

"I would have like to see children involved more in the conference planning and will look forward to hearing what they think of the experience."

"What could be interesting is doing more for young people. So having a strand of practical or more career orientated strand/theme and a discount for 16-18yr olds and modern apprentices/foundation apprentices or the host country equivalent."

"Although very difficult to coordinate, it would have been good to have a child in every session accompanying the volunteers. It would have been a constant reminder of the focus of what we were hearing or discussing, a reminder of how we phrase our comments, and also an opportunity to ask an expert... children."

"I wonder if an actual project could emerge from the conference. Could kids participate in a design process, or in developing specific priorities for what the adults focus on, or in writing something that is delivered to key elected or appointed officials? I bet there are attendees who could help facilitate that."

"I really enjoyed the plenary where children could ask questions to guests. In the future I'd like to see greater age diversity in youth participants."

"I appreciated the efforts to bring children to the stage of the big sessions and in one Lantern Room session that I attended. I also saw youth interviewing and thought that there could be more of that. Having children attend the play break sessions might be a good way of bridging the divide."

"It is difficult to include children meaningfully within an adult conference. Perhaps an element of a parallel conference – a children's one alongside?"

"It would have been good to have children attend the breakout sessions and get their feedback."

"The only suggestion I would make is for even more of this type of involvement to be included as early as possible in the planning stages. I would also love to see additional opportunities for parents and carers to be part of the conference as ultimately if parents are on board, children benefit."

Reflections and lessons learned

- The quantity of discussion and suggestions generated suggest a huge interest in developing children and young people's participation further.
- Delegate feedback suggests that often the background to the children's participation wasn't fully understood. For example, how the questions asked in the opening session were gathered or what preparation had been put in place. Don't assume that people will know – explain the background and context.
- Timing of the conference has an impact on how children can participate – IPAGlasgow2023 took place in term time which meant that children were at school and couldn't have just 'drop in' to take part. This is important to remember when planning, as it will have a physical and financial impact on the conference organisation and will also require more organisation and liaising with schools if more children and young people were to attend.
- It became clear that PAG was expected to deliver rather than just advise. PAG recommends either two types of groups – Advisory and Delivery – or have an Advisory Group which evolves into the Delivery Group one year out from conference. Group members may need to change to accommodate change in function.
- Good local knowledge is needed of local play and children's sector and providers/ stakeholders, including schools, to ensure range of genuine participation and engagement.
- Key members of the group need to be available to support the Children's Participation Groups at/during the conference and on Playday
- Steering Group could benefit from themed meetings with participation being a theme.
- Budget and organisational capacity for children's participation should be agreed no later than one year out from conference date.
- Have a strong link with Volunteer group.
- Be light on feet at conference and have plans B, C and D ready to go!

design
make
play
SutcliffePlay

With thanks to Sutcliffe Play Scotland for their support of children's participation



St Mirins children at the Litter Pick and Play conference display



Young reporters in action at Playday

Local events

Field programme

The field programme was comprised of two elements – the field trips that were offered on Wednesday and Thursday, and the Playday event on Friday. There were four Field Trips for delegates to choose from, two on Wednesday and two on Thursday. Fieldtrips were offered as an alternative to the morning programme on both days. Numbers were limited and offered on a "first come, first served" basis. To sign up for a visit, delegates were asked to go to the registration desk at 8.30am on the morning of the visit.

Option 1 – The Children's Wood and North Kelvin Meadow

The Children's Wood & North Kelvin Meadow make up the last wild space in the West End of Glasgow. The land is vitally important to the local community and beyond. It is a green, safe space for all: where people get together, learn and play. The aim is to connect people to nature, to 'get people outside', raise aspirations and involve people in activities on the land and in looking after it. The Children's Wood works with all local schools, delivering outdoor learning, eco activities transition days from primary to secondary school and Forest School programmes. The delegates learned about the achievements of a community – campaigning for and saving a bit of 'brown space', which over the years has been nurtured into a green community hub.

Option 2 – Baltic Street Adventure Playground

Baltic Street Adventure Playground is a unique and exciting space for children to play, explore, and create. Located in the heart of Glasgow, this playground offers a wide range of activities and experiences for children of all ages and backgrounds. With a focus on free play and creativity, the playground provides children with a safe and stimulating environment where they can develop social and emotional skills, build confidence, and engage with their imaginations. The playground also offers free food provision, ensuring that all children have access to healthy food while they play. Baltic Street Adventure Playground encourages risk taking and adventure, providing children with opportunities to climb, jump and explore. The playground is staffed by trained professionals who are committed to creating an inclusive and welcoming space for all children, and who work tirelessly to ensure that the playground remains a vibrant and inspiring place for generations to come.



Delegates visit local projects



Option 3 – Rowena Nursery School

Rowena is a diverse, Local Authority Nursery situated within the Knightswood area of Glasgow, with approximately 130 children. The Nursery consists of an under 3's playroom, a Gaelic Medium playroom for 3-5 year olds and a 3-5 playroom. Rowena values a child centred pedagogy where children are active participants and co-creators in their learning and in the life of their Nursery. Delegates were invited to visit Rowena Nursery to experience the guiding principles and play based pedagogy. Children and families are treated with the highest respect, building relationships that enable children to realise their full potential. Rowena is an indoor/outdoor Nursery and delegates saw the commitment to outdoor play and learning.

“My favourite part of the conference was the visit to the adventure playground and nursery school” Delegate feedback

“One thing I’ve always appreciated about this conference is the mix of research and application – it is what makes this conference so energising. It too often feels rare to be able to see research put into practice.” Delegate feedback

Option 4 – Outdoor Play and Learning (OPAL) at Udston Primary School

OPAL is a school improvement programme targeting non-curricular play. By engaging staff, pupils and parents, an OPAL Mentor supports sustainable transformation of play and the playground environment through a range of targeted cultural and tangible actions. A variety of ‘Play Zones’ engross children, fuelling imaginations and turbo charging learning, social and physical development. Pupils at OPAL schools look forward to going to school and teachers report improved behaviour, less accidents and better teaching.

With over 800 schools already benefiting across other nations of the UK, Play Scotland joined the OPAL franchise in 2022. In Scotland, we now have 8 OPAL schools. Delegates were invited to see (and hear) the benefits of the OPAL programme at Udston Primary and chat with staff and parents about the impacts OPAL has made. and how they might make similar improvements in their area of work.



PlayDay on Glasgow Green

Playday event

Play experts from across Scotland including PEEK, Eco Drama, Smart Play Network and others were joined by Ringworld to deliver a range of fun, active, creative, and inclusive play opportunities.

Playday was held at the well-known and much-loved Glasgow Green. Conference Volunteers guided delegates on the short walk (around 30 minutes) from Glasgow Caledonian University.

The Playday event for children and delegates took place on Friday 9th June 11-3pm. The event provided children and adults with a variety of outdoor play opportunities supported by Scotland's play sector. The day highlighted and celebrated the ending of the conference alongside local children.

29 play practitioners from seven play organisations from across Scotland and one play organisation from England supported Playday. In addition to these organisations the day was supported by 10 young people from a local high school and a small group of five of the conference volunteers. We are also grateful to West Boat House and Glasgow's Peoples' Palace who opened their toilet facilities in support of the event. Glasgow City Council's Education team arranged for the relevant permissions for use of Glasgow Green and for First Aid support.

Between 160 and 180 local children, supported by 30+ teachers, support staff and parent helpers, and around 50 to 70 conference delegates participated throughout the day.

Feedback from organisations...

“We really enjoyed being part of the day – Saffron met some fantastic children, delegates and providers and really enjoyed the experience.” Eco Drama

“We would love to work with you and any of the other play practitioners in the future.”
UnderSky

“A very well organised day, a brilliant week for everyone involved including the children.”
Licketyspit

Feedback from children...

“The is the best day ever.”

“I really enjoyed interviewing conference delegates, it let me talk to adults from across the world that I normally wouldn't have the chance to do.”

“The big bus was so much fun.”

“I can't wait to tell my sister about how good this was.”

“I've never saw anything like this before (ringworld), it's amazing!”

“I go to PEEK play when they come to my street, I didn't know they would be here too.”

Three of Glasgow's Cooperative Branches provided fruit and water in-kind, and AG Barrs also donated water for children and adults attending and supporting. The estimated total of this support was £750.

Social events

The social programme included three free events for delegates and one for which tickets had to be purchased.

Monday Evening – Civic Reception Glasgow City Council

On Monday evening, delegates were invited to attend a complementary drinks reception held in the magnificent and historic Glasgow City Chambers on George Square, hosted by The Right Honourable Lord Provost of Glasgow, Jacqueline McLaren. This impressive 100 year old building is the headquarters of Glasgow City Council and Glasgow's finest example of 19th Century architecture.

Tuesday Evening – Ceilidh Evening

A ceilidh is a social gathering with Scottish dancing, and traditionally includes music, drinks and food. IPAGlasgow2023 invited delegates to join our Scottish Ceilidh at Òran Mór on Tuesday, featuring the live band, Life O'Reilly. Òran Mór, which is Gaelic for 'great melody of life', is a stunning and unique arts venue in the former Kelvinside Parish Church. There was a bar to purchase drinks, and a selection of traditional Scottish food was available to buy. A free shuttle bus transported delegates from Glasgow Caledonian University to Òran Mór.

Wednesday Afternoon – Presidents' Reception

An IPA Members only event. IPA Members were invited to attend the IPA Presidents' Reception at Glasgow Caledonian University, which followed the IPA Triennial General Meeting. The Presidents' Reception is an IPA tradition in which the current and past Presidents greet the IPA members in country groups.

Wednesday Evening – Film Showing at the Glasgow Film Theatre

We were delighted to announce our film screening of Yumepa no Jikan in association with Tokyo Play. Yumepa no Jikan (Time in Yume Park) was a newly released documentary film made in Japan describing how children spend time and grow up in Kodomo Yume Park (Children's Dream Park). The facility contains an adventure play area, indoor play spaces, music studios and alternative education provision. This was the first opportunity for this film to be shown in the Europe or even the world outside Japan!



The historic Glasgow Film Theatre is an independent cinema, first opened in 1939, in the city centre. Our conference screening of the documentary Yumepa no Jikan was made possible thanks to the generous support of the Great Britain Sasakawa Foundation.

Thursday Evening – Tartan Dinner

The Tartan Dinner took place on the Thursday at the Glasgow Science Centre, with entertainment by folksinger and songwriter Claire Hastings, former BBC Young Traditional Musician of the Year. Delegates were invited to wear something tartan. The evening included: coach travel; play opportunities at the Glasgow Science Centre; a welcome drink; three course set dinner menu; half bottle of wine; coffee; entertainment. A cash bar was also available.

Partners or guests were welcome to attend. The cost of tickets to the Tartan Dinner for delegates and any accompanying guests was £55 per person, bookable online via the conference website.

"The ceilidh was my favourite part of the conference experience! It was so fun, inclusive, friendly and the atmosphere was just fantastic." Delegate feedback

"My favourite part of the conference? Difficult to answer, it is over all experience – in specific Ceilidh + Japan film night :)" Delegate feedback

"Yume Park film was a standout event." Delegate feedback



"It might have been nice to think about how to mingle more... could half the people on tables swap places between courses so that it becomes easier to meet more people. Again socialising is very hard for some people and getting to meet new people is hard, so if that is being done for them it eases the path to meet people." Delegate feedback

"This conference is one of the friendliest, collaborative conferences I have attended. The extra after hours activities are excellent, displaying Scottish music, dance, film and food." Delegate feedback



Preparation and process

Prior to the Volunteer Advisory Group commencing its work, the Chair of the group sought guidance from the IPA Scotland Board and was in touch for advice from organisers of the 2011 IPA conference in Wales.

The Volunteer Advisory Group was keen to include a wide range of representatives who either had volunteer experience in their organisational roles or would be able to support recruiting volunteers.

The group convened four times in the run up to the conference, as well as liaising between meetings by email to agree and approve documentation and approaches. The group met virtually, as attendees were based across Scotland.

In April and May 2023, some in-person meetings were held in the conference venue to take photographs and map the layout for the handbook and advertising.

The terms of reference for the group focused on the following areas:

- to consider and evaluate offers of help and make recommendations to the Conference Steering Group
- to actively recruit volunteers to assist at the conference venue e.g., students
- to manage volunteers assisting the conference in roles such as helping delegates, translations, assisting at events, staffing stalls etc.
- to manage volunteers supporting activities at the conference Playday
- to ensure volunteers have a positive experience
- to ensure equitable treatment of volunteers.

It was agreed that advertising for volunteers should commence in March – 3 months in advance of the conference, in order to give time for the assessment process, communication with successful volunteers and the relevant training required. This proved to be an appropriate timeframe.

The Volunteer Advisory Group was instrumental in sharing the call for volunteers across their networks, as well as personally volunteering themselves.

Previous IPA volunteer information was reviewed, and a new suite of volunteer documents was created:

- IPA Volunteer Handbook
- Advertising poster
- Survey for applying as a volunteer.
- Volunteer letter and agreement
- Volunteer rota
- Volunteer certificate of thanks.

The bulk of the work was undertaken outwith the meetings, by Early Years Scotland and the volunteer coordinator. Care and Learning Alliance (CALA) gave additional support to create the web-based volunteer training and handbook. Administrative support was also critical to keep track of the processes and liaise with partners.

A member of the IPA Scotland Board was the designated volunteer coordinator, a vital role to the success of the volunteering team.

A dedicated email address was set up for volunteers to communicate with the volunteer coordinator.

Initially 91 people signed up to volunteer. This number fluctuated in the months and weeks before the conference as people dropped out and others applied. 15 people did not show for the event, so the final total was 63 volunteers across the four days of conference.

Flexibility was a positive point for volunteers. Volunteers were able to sign up for the morning, afternoon or all day, for any day of the conference.

Volunteers were provided with lunch and refreshments.



Volunteering at the conference

The day before the conference two orientation sessions were organised (one in the morning and one in the early evening) for volunteers to attend if they could, to meet the volunteer coordinator, get to know the venue, find out more about their role and ask any questions.

Volunteers were stationed in corridors to assist delegates finding their way, allocated to each room where parallel sessions were delivered and there was also a volunteer on each floor with a radio to communicate with the main team.

To ensure volunteers felt like a valued part of the conference, they were asked if there were any sessions they wished to attend and most requests were accommodated. Although this was time-consuming to manage, it was positively received by the volunteers and they said that they felt “part of the conference”, which resulted in a positive experience for them and in return the delegates.

The volunteers very quickly formed a supportive team who demonstrated a very high level of commitment, regularly going above and beyond their expected roles to ensure the event went without any delays or hitches. This resulted in positive comments from delegates throughout conference.

A selection of volunteer feedback

“As a volunteer I have felt welcomed and included. It has been simply joyful! Can play Scotland take a cohort of volunteers to NZ?! XX <3.” Volunteer feedback

“Being a volunteer I got to go to talks I never would have originally planned, I learned the most from these.” Volunteer feedback

“It was very diverse and the presentations I was lucky enough to attend were very interesting. I feel I learned a lot, met lots of lovely people from around the world”
Volunteer feedback

“The best thing about volunteering was meeting new people, great feedback from delegates, option to take part in workshops and learn about up to date research in the world of play, listening to how play is approached, affected and politicised globally.”
Volunteer feedback

A selection of delegate feedback to volunteers

“You were the most incredible, friendly, supportive, helpful team of volunteers I have ever encountered – thank you so much.” Delegate feedback to volunteers

“Thank you – you were brilliant! I asked for help so many times and the volunteers were always reliable, friendly, calm and happy to help. You really helped to make the conference experience welcoming and inclusive.” Delegate feedback to volunteers

“They were unfailingly polite, knowledgeable and helpful. Warm, friendly and welcoming. A great advertisement for Scottish hospitality. Thank you to all of them.”
Delegate feedback to volunteers

“Volunteers – you were fantastic: So helpful, good natured, good humoured and informative with a lovely energy.” Delegate feedback to volunteers



Volunteers sum up the conference in three words



Reflections and lessons learned

- The role of volunteer coordinator was a critical one, requiring considerable time input. It is recommended that this role be assigned to someone from the outset.
- The volunteer coordinator also needs to liaise with other subgroups, such as the academic and playday subgroups, to arrange where, when and how many volunteers are required, ahead of creating the rota. Liaison is also required with catering to communicate the number of volunteers eating each day and any volunteer food allergies/dietary requirements.
- Start planning the range of volunteer roles needed at the beginning, based on the venue and layout.
- As well as volunteers in each room there was also a volunteer on each floor with a radio to communicate with the main team. This role required consistency, which meant that these volunteers were unable to access any of the sessions.
- Once the call for volunteers went out and people started to apply, the volunteer coordinator was required to spend a great deal of time communicating with volunteers via email, to communicate conference information, answer questions or coordinate people dropping out and new applicants.
- Because the number of volunteers fluctuated right up to the conference, organisers need to know the minimum number of volunteers required for each day and always have more signed up to accommodate anyone dropping out.
- Volunteers may need training to support delegates with additional support needs.
- Schedule in meetings at the start of each conference day to boost volunteer morale and cohesion and tackle any issues as a team.
- Regular, effective communication is required with the volunteers throughout the conference, to communicate things like room changes and other important information.
- Volunteer Certificates were provided but would have been better received with individual names.
- An online 'thank you' event was organised for volunteers, but many were unable to attend, due to lots of people being on holiday! In advance plan a post-conference celebration and thanks for the volunteer group and the volunteers, and communicate this early on so they are able to attend.

The Volunteer Advisory group suggest adding the following responsibilities to the group's Terms of Reference.

- Drafting, creating, and approving all documentation for volunteers.
- Rota creation, management, and ongoing monitoring of support and communication with volunteers
- Ongoing communication with volunteers pre, during and post event.
- Creating and awarding certificates.

Welcoming, accessible, inclusive

Inclusive conference

We developed several features to help make the conference as accessible and welcoming as possible and made an effort to tell people about our intentions before and during the event.

These included:

- Signposting to accessibility information and virtual tours.
- Volunteers and information desk – available to assist at all times.
- Relaxed space – to spend time away from the hustle and bustle of the conference.
- Plenary streaming – we streamed the plenary sessions into a separate room, and into the relaxed space, for anyone who preferred a more relaxed, quieter or smaller space than the plenary hall.
- Language 'buddies' – to support informal translation.
- Inclusive lanyards – we provided stickers to personalise lanyards with personal pronouns, languages spoken, and coloured dots to indicate comfort levels with proximity and physical contact.
- Guidance – inclusive tips for moderators and presenters.
- Bursaries – these enabled participation for delegates who would not otherwise been able to attend.

Useful feedback has been received and compiled on these efforts to build on for future events.

“Thank you for all your incredible hard work. Thank you for including neurodiverse speakers, it felt amazing to know that one day I myself could speak at a conference and be accepted.” Delegate feedback

“I was delighted to see the personalised lanyards and quiet/outdoor spaces being so well promoted and used. The sharing of information in advance including virtual venue maps really helped my anxiety.” Delegate feedback

“I really appreciated the quiet space, the lanyards were a great idea, but as a society we do have a long way to go to respect people's space. I had an orange sticker and some people ignored it, others looked at it weird. That is not a reflection on the conference, I think it's excellent you did it, we just need to keep going and get attendees and society to catch up.” Delegate feedback

“I thought there was a welcome presence from low – and middle-income countries and from marginalized groups (more than at previous IPA conferences).” Delegate feedback

Relaxed or quiet space

We offered a relaxed space at the conference, where people could go to spend time away from the hustle and bustle of the conference.

We streamed the plenary sessions into that room, for anyone who preferred a more relaxed space. The room was signposted just off the plenary hall. The plenary was streamed in, and delegates were told they were “free to sit, stand, stim, fidget, stretch or move about as you wish – while being considerate of others in the room too!”

Language ‘buddies’

Sometimes it is helpful to have a confident English speaker to help at the conference. We enlisted volunteers from amongst the conference delegates willing to act as ‘language buddies’. These were delegates confident in English and another language, who could help with some informal language support – for example, if a delegate needed to find out some information or were confused by something in the programme. They were not translators but there to help.

Inclusive lanyards

We provided stickers to personalise lanyards if delegates wished. We hoped this experiment was a friendly and respectful way to help people feel comfortable. We asked people to treat this as intended – an informal way to show our preferences and, as always at IPA conferences, to be considerate and understanding of others.

Delegates were offered:

- pronoun stickers to indicate to other delegates their preferred personal pronouns.
- ‘I speak’ stickers, so that delegates could indicate which language or languages they speak.
- green, orange, and red circles to indicate comfort levels with proximity and physical contact. There are many reasons why people might prefer to keep a comfortable distance from others, such as health, cultural norms, neurodiversity, and sensory sensitivity.

Green: I am comfortable with polite physical contact and close proximity with others.

Orange: I am reasonably comfortable but would prefer a little distance where possible.

Red: please respect my personal space.

There was no obligation to use the stickers, but we were keen to find out how this would work.

Note on use of stickers

‘I speak’ stickers: over 350 used

Personal pronouns: over 400 used

Colour codes: over 500 used. Lots of people chose to use more than one to indicate that it depended on the situation, or to indicate a strong preference in one direction or the other. Anecdotally, at the time of offer, most people were pleased that we offered them, a small minority were a little bemused. We were not aware of any negative feedback.

Guidance and inclusive tips for moderators and presenters

With a busy programme and a richly diverse community of presenters, we wanted to make the conference experience as comfortable and inclusive as possible. One of the ways we did this was to draw together guidance and tips for moderators, chairs, and speakers with inclusion in mind. We asked a representative group of delegates for their suggestions and created straightforward guidance which we emailed directly to all presenters and moderators.

“The fact that all this was raised is incredibly important – even if some people still spoke too fast, others knew they had the right to ask for them to slow down, & that person understood the reason why.” Delegate feedback

Delegates made a lot of suggestions to be more inclusive which could be followed up at future conferences.

These included:

- people with lived experience involved in the conference planning from the get-go
- communicate the objectives across all touchpoints such as the website, registration form, social media, marketing material, and media activity to foster inclusivity
- one point of contact to discuss personal accessibility needs and keep on top of questions leading up to the conference would work better.
- subtitles for videos
- live captioning for speakers
- sign language interpreter
- speakers speaking slower when English isn’t your first language
- more awareness of the variety of languages and prepare presentations that have simple summaries (not just photos or pictures)
- make sure keynote speakers know how to use the microphones
- the word ‘welcome’ written in a variety of languages
- bigger stickers on the lanyards to make them easier to see
- have the inclusive lanyards ‘bookable’ in advance e.g. print red name badges for those needing distance
- smaller quieter reception area to reduce risk of being overwhelmed with noise, crowd, stipulations
- relaxed rooms should have opening windows
- mental health first aiders to talk to about well-being issues and cultural acclimatisation
- more meeting opportunities, perhaps facilitated or organised by country, interest or profession
- set up a buddy person system for people on their own
- IPA fidget toys
- a more supportive app
- clearer and larger signs to find rooms.

A green conference

We hoped to host the greenest IPA World Conference possible. IPA Scotland, in conjunction with Glasgow Caledonian University, aimed to ensure that the positive impacts on the environment would be enhanced and the negative impacts minimised.

We intended to minimise the carbon footprint of conference in a number of ways:

- encourage UK delegates to travel by train, bus, shared cars, bicycle or on foot.
- minimise paper use and ensure what was used was from FSC certified sources.
- be environmentally efficient in waste management; reduce, reuse, recycle.

Offsetting travel

We established four acres of new woodlands in the west of Scotland to celebrate the conference.

Our carbon offsetting calculations were based on 400 delegates with an average round trip travel per delegate of 2000km, producing 4 tonnes of carbon, 12 tonnes of CO₂. This equated to 1600 tonnes of carbon to travel to the conference. New woodland can be counted as 0.25 tonnes of carbon per tree, so to offset 1600 tonnes will require 6400 trees, or 6.4 acres of new woodland.

This will be a lasting environmental legacy for the conference.



Preparing welcome tartan pins

A green venue

Glasgow Caledonian University has a Gold Green Tourism Award and is accredited as a Platinum Eco Campus and has a Carbon Management Plan to reduce energy consumption. The University's Energy Centre provides lower carbon electricity than is available from the National Grid.

GCU's commitment to sustainability includes a sustainable food policy, and free water. The university is ranked as one of the top 100 sustainable universities in the world by the UI Green Metric World University Rankings. The campus is also accredited as a Platinum Eco Campus (ISO 14001), as well as holding a Gold Green Tourism Awards.

Water bottles

We provided eco-friendly recycled conference water bottle with logo. These were intended to be both a souvenir and a reminder to fill reusable bottles at the fountains. Bottled water isn't sold on campus to reduce single use plastic and there were plenty of water dispensers available.

The bottle was an Eco 500ml Finger Grip Bottle made from 100% reclaimed food grade material saved from landfill by collection of milk bottles from council recyclers. Unused or returned bottles were donated to local children's charities.

The water bottles generated a lot of discussion and some negative feedback from people who felt they added to plastic used at the conference rather than reduced it. This illustrated that we hadn't explained about the bottles properly in enough ways, so that delegates understood the purpose and benefit of the bottles.

"I love the green initiatives as well. I do think the biodegradable badges weren't super sturdy, but a small trade off for an earth conscious decision." Delegate feedback

"Great effort in doing that with this conference. I took several ideas to suggest for other conferences I attend, and I'm passing them on." Delegate feedback

Delegates made a lot of suggestions to make the conference greener. These included:

- Travel – perhaps encouraging longer stays where attendees collaborate with relevant organisations and get more out of the journey.
- Travel is going to have the biggest environmental impact so perhaps seeking expert advice and providing as much information in advance as possible to delegates about greenest options, including anything we can do collectively as well as individually.
- Carbon offset-registration fee contribution
- Incentives for non-plane travel to conference (where possible)
- A recycle or reuse station for water bottles
- Encourage people to bring their own water bottles
- Provide IPA conference logo stickers or "statement" stickers to brand water bottles and any souvenirs or gifts
- Digital /hybrid options to follow from home
- A pledge system after a conference for one thing each delegate will do to save the environment.

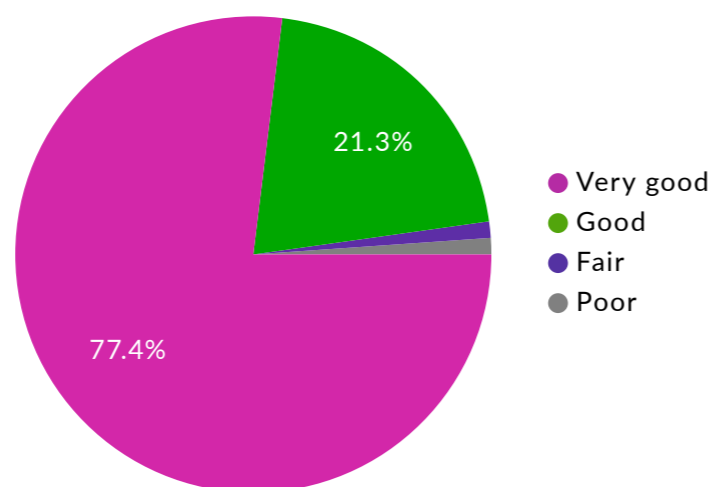
Reflections and lessons learned

- Include a group to progress actions for inclusion from the outset. Although many of the proposals could be implemented at little additional cost, ensure there is some budget available. The group should include people with lived experience.
- Communicate the objective of being welcoming and inclusive across all touchpoints such as the website, registration form, social media, marketing materials, and media activity to foster inclusivity.
- Reinforce the objectives at the conference with clear signage, inclusive formats for signage and well informed volunteers.
- Create or commission an eco-action plan to ensure the event is as environmentally friendly and sustainable as possible from the outset.
- Consider the green credentials of the intended venue, including the access to it for those travelling from overseas, and discuss details of environmentally sustainable practices with the with venue managers.

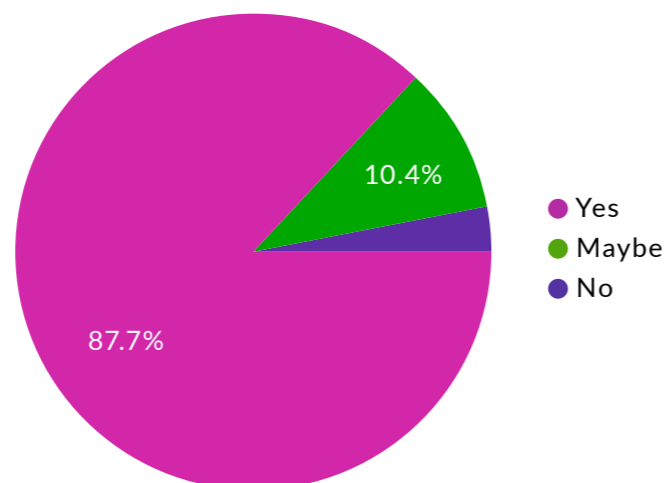
And finally

164 responses were received to our post-conference survey,

98.7% of respondents rated their **overall experience** as good or very good.



87.7% said they would **attend another IPA conference**, based on their experience at IPAGlasgow2023.



Appendix 1

IPA Glasgow 2023 Terms of Reference

Statement of general principles and values

The purpose of the IPA is to protect, preserve and promote the child's right to play as a fundamental human right. The overall objective of the conference is the same as IPA's objective – to provide an international forum to promote and improve children's right to play, opportunities for play, the development of play environments, leisure time facilities and programmes for all children and youth in all countries, in accordance with the United Nations Convention on the Rights of the Child.

The UN Committee's General Comment 17 on Article 31 (2013) should be used as a reference on definitions of play and key concepts in relation to article 31. This is a guiding document for IPA and relevant to all-conference organising activity conducted through the Steering Group and Advisory Groups.

The points of principle which apply to the whole conference, its organisation, management, and groups at all levels are:

- the conference is open to any individual or group that endorses the United Nations Convention on the Rights of the Child and supports the aims of IPA to protect, preserve and promote the child's right to play as a fundamental human right
- the conference will adhere to principles of equality and diversity, aiming to achieve balanced representation and visibility from the majority and minority world, including the voices of under-represented groups
- the conference ambition is to have a high in-person attendance with a lowered environmental impact
- the conference organisation and management will adhere to principles of confidentiality, honesty, and transparency of decision-making
- group members should put the interests of the conference before that of other parties; should any other duty prevent them from doing so they must disclose the conflicting interest to the group and refrain from participation in any deliberation or decision with regards to that matter
- any person or any group wishing to make a presentation, lead a workshop, or promote a project of any kind at the conference, including members of the Conference Partnership, must go through the abstract selection process. (The exceptions to this are invited keynote speakers, invited plenary panels, IPA World events laid down in the IPA Conference Guidelines and the IPA World Memorandum of Understanding.)

The remainder of this paper sets out the roles of groups and committees involved in delivering the Conference.

The purpose of the Conference Groups in summary

- IPA Scotland carry's all financial risk for the conference and therefore retains ultimate decision-making responsibility relating to the conference management and a responsibility to uphold the arrangements with IPA World as outlined in any Memorandum of Understanding
- The Conference Steering Group will support IPA Scotland in the delivery of the conference
- The Financial sub-group will advise the Steering Group on matters relating to the raising of finances through sponsorship and Exhibition space and the sale of tickets
- The Academic and Practitioner Advisory Group has lead responsibility for the conference programme content (excluding social and IPA events), with guidance from the International Advisory Group
- International Advisory Group – advisory role in international participation and representation
- Communications Sub-group – lead responsibility for all aspects of conference communications
- Children & Young People's Participation Sub-group – coordinating and guiding participation
- Volunteer Management Sub-group – lead role for conference volunteering.

The role of Committee and Group chairs

- invite individuals to the Group in consultation with other Group chairs to ensure fair representation and avoid duplication
- convene the Group and organise meetings and communications within the Group
- represent the Group at Steering Group meetings
- ensure members of the Group know what is required of them and when
- provide leadership in ensuring fair and equitable principles are upheld
- facilitate the Group's timely contribution to the conference planning.

All committees and groups deemed necessary will report up to the Conference Steering Group.

The Chairs of the Advisory Groups have the discretion to form separate into sub-groups to take forward proposals for the conference programme within the remit of their group. Sub-group leaders may be invited or co-opted, based on their expertise or area of interest.

The Conference Partnership, Glasgow 2023

The partnership supporting the bid and subsequent planning of the IPA 2023 Triennial World Conference, Glasgow Play: Rights and Possibilities are IPA Scotland (lead partner), Play Scotland, Early Years Scotland, and Inspiring Scotland. The group will meet virtually and in person.

IPA Scotland will solely sign contracts on behalf of the conference organisation, and any conference Memorandum of Understanding with IPA World.

Although the content of meetings is confidential, all members represent their organisation and may consult within their organisation management to contribute to a consensus, then communicate decisions made.

The Conference Steering Group, Glasgow 2023

Chair – Tam Baillie (IPA Scotland), Secretariat Play Scotland

The Conference Steering Group consists of the conference partners IPA Scotland, Play Scotland, Early Years Scotland, and Inspiring Scotland, with Glasgow Convention Bureau, Glasgow City Council and Glasgow Caledonian University. The content of meetings is confidential – all members can contribute to a consensus and communicate decisions made to others outside the group as agreed. The group will meet virtually and in person.

The Conference Steering Group will:

- lead on overall organisation and management of the conference
- oversee conference budgets
- sign off on programme content
- oversee communications
- oversee volunteer management
- oversee children's participation
- oversee the development of the cultural, social and programme content
- oversee a clear issue resolution process to manage concerns should they arise
- report progress to IPA World and liaise on IPA World organisational requirements.

Financial Sub-group

Chair – IPA Scotland member (John Watt)

Members of the sub-group are drawn from IPA Scotland on the basis of the risk carried and partner agencies, preferably those with experience of fundraising and finance matters and a representative that can report on the conference programme structure as it pertains to the budget. The finance subgroup role will include:

- Monitoring the overall budget for the conference and reporting to the Steering Group matters of relevance
- Overseeing the approach to Sponsorship, making recommendations to the Steering Group
- Overseeing the approach and sale of Exhibition space – and making recommendation to the Steering Group as appropriate
- Overseeing the progress of ticket sales and liaising with the Comms group in respect of marketing approach.

Academic and Practitioner Advisory Group

Chair – John McKendrick (GCU)

Members of the Academic and Practitioner Advisory Group are invited to achieve a spread of knowledge and experience that can contribute to recommendations about speakers, workshops, concurrent sessions, and poster presentations, both academic and practical. Advisory Group members are invited as representatives of an interest and for their experiences, and not as representatives of their organisations. The content of meetings is confidential. The Group will meet virtually.

The Academic and Practitioner Advisory Group's role is to:

- provide support to the Conference Steering Group in developing the conference themes through speakers, workshops, and poster presentations
- liaise with the Conference Steering Group in identifying and recommending keynote speakers
- contribute to attracting abstract submissions
- recruit and organise reviewers for the abstracts
- lead on evaluating abstracts
- consider and act on recommendations from the International Advisory Group
- make recommendations on programme framework and content, including concurrent sessions.

ABSTRACT MANAGEMENT

The abstract review software will be provided by Conference Partners International. All submissions to present will be made through the software, which should allow for anonymised reviews and a communication method with potential presenters.

Should a member of the Group submit an abstract proposal for consideration by the Group they are a member of, they will not review that abstract. Members of the Group will declare any conflicts of interest as part of the meeting agenda.

CALL FOR PAPERS

The Academic and Practitioner Advisory Group will work with the International Advisory Group and the Conference Steering Group to develop a list of contacts in a variety of sectors to communicate the call for papers.

International Advisory Group

Chair – Theresa Casey, Secretariat Margaret Westwood

Members of the International Advisory Group are invited to achieve a spread of international knowledge and experience that can contribute to the efficient organisation and success of the conference. Advisory Group members are invited as representatives of an interest (geographic, equalities or professional), for their experience, or as representatives of their organisations. The group will meet virtually

The International Advisory Group's role is to:

- encourage participation of IPA Branches and groups from the IPA international network
- support and provide advice on the international bursary scheme, funding and distribution
- advise on the needs of the international stakeholders that have an interest in the conference, particularly those in low-income countries
- provide support to the Conference Steering Group in developing the cultural, social or programme content as part of the Jaipur thread
- provide support to the Conference Steering Group in developing the conference themes through the international context, including international agencies as appropriate
- assist in the identification of international keynote speakers
- contribute to attracting abstract submissions internationally
- provide recommendations to the Conference Steering Group in developing the proposed international 'Lord Provost's Mayors Meeting'
- provide advice on and support development of an international children's participation project in collaboration with IPA World

Children & Young People's Participation Advisory Group

Chair – Marguerite Hunter Blair, Play Scotland

The overarching role of the children's participation advisory group will be to:

- establish guiding principles of children and young people's participation for the conference
- provide recommendations to the Conference Steering Group based on engagement with children, young people and partners
- consider a range of opportunities to encourage children's participation and liaise with the International Advisory Group and the Conference Steering Group on those suitable for this conference
- create opportunities for best practice in participation in the context of article 31 to be showcased
- investigate how children's participation can enrich the conference themes
- contribute guidance to delegates submitting abstracts involving children's participation

A sub-group of the Children & Young People's Participation Group will:

- build a coalition of organisations who work directly with children and young people to develop the Greener Understanding of Article 31 Participation Project
- fully explore the scope of the project – including building partnerships in the UK and internationally
- build on the momentum from COP26 and utilise assets and materials from COP 26
- engage children and young people in the Greener Understanding of Article 31 project
- explore the participation of children and young people internationally in the project and link with the International Advisory Group
- produce a Greener Understanding of Article 31 Toolkit for use in branches internationally

Communications Advisory Group

Chair – Margaret Westwood, IPA Scotland

The Communications group is a sub-group of the Conference Steering Group and consists of representatives of the conference partners IPA Scotland, Play Scotland, Early Years Scotland, and Inspiring Scotland, and IPA World. The role of the group is to:

- lead on the formation of a communications plan focussing on ticket sales in the first instance
- advise and lead on marketing and communications in respect of ticket sales utilising appropriate media outlets
- liaise with IPA World Communications to compliment the efforts made outside of the IPA sphere of influence
- plan and design the conference logo, website, advertising, press and social media.

Volunteer Management Advisory Group

Chair – Jane Brumpton, Secretariat, Early Years Scotland

The Volunteer Management group is a sub-group of the Conference Steering Group and may consist of representatives from IPA Scotland, Play Scotland, Early Years Scotland, Inspiring Scotland, Glasgow Caledonian University, and other co-opted interested parties with experience in volunteer management. The group will meet virtually and may meet in-person if required. Reasonable expenses may be paid for in-person meetings and for other volunteer expenses.

The role of the Volunteer Management Group is:

- to consider and evaluate offers of help and make recommendations to the Conference Steering Group if appropriate
- to actively recruit volunteers to assist at the conference venue from various sources e.g. students
- to manage volunteers assisting the conference in roles such as helping delegates, translations, assisting at events, staffing stalls etc
- to manage volunteers organising activities at the conference playday
- to ensure volunteers have a positive experience
- to ensure equitable treatment of volunteers.

Additional short life groups. These groups were developed towards the end of the implementation period and were borne of the necessity to augment the decision making of the Steering Group in critical elements of the late stages of the conference planning.

Programme

– the role of the group was to curate the plenary programme including opening and closing ceremonies, the “in conversation” sessions and to manage moderators for the plenary programme. The group took a high-level view to ensure the programme covered the conference themes and reflected conference and IPA priorities.

Playday

– the role of the group was to design and coordinate the Playday event, including liaising with play providers, Glasgow City Council and schools and nurseries. This was a subgroup of the Children and Young People’s Participation Group and also liaised with the volunteer coordinator and the Delivery group.

Inclusion

– the role of this group was to gather suggestions of how to make the conference as inclusive as welcoming, consider what was practically possible and propose them as actions. This group produced guidance and liaised with the venue, delivery and budget teams to implement proposals.

Bursaries

– the role of this group was to agree the bursary application process and to manage allocation of bursary tickets and funds. The group liaised with the IPA Scotland Board and other IPA branches and donors.

Delivery

– the role of this group was to make necessary decisions in the run up to the conference which needed prompt decision-making and action. These related to final programming arrangements, media, venue-related decisions and costs etc.

Appendix 2

Play: Rights and Possibilities Bursary Application

We hope that as many people as possible who support IPA and children’s right to play will be able to attend. We realise that the cost of joining the conference may be a barrier to participation. We also realise that some of the people doing very interesting work with children in most need of support to play, may find it hard to get access funding to participate. Therefore, IPA Scotland is managing a conference Bursary Fund which has been created to assist with part of costs. The Bursary Fund has been made possible through generous donations from IPA Branches and individuals around the world.

- We cannot guarantee that all applications will be successful.
- The sum awarded may vary according to the outcome of the assessment process.
- We are taking a tiered approach to awards. The tiers are: contribution to expenses only, in most cases the conference ticket; ticket cost and contribution to expenses; a very small number will be for the conference ticket, expenses and travel.
- Please be realistic in your application and request only what you feel will make a difference to you being able to participate.
- Decisions will be made by an IPA Scotland panel. All decisions are final.
- Applications to the Bursary Fund must be received by 31st March 2023 to be considered.
- We anticipate you will hear the outcome within two weeks of the submission date.

Return your application using the [online form](#).

If for any reason this isn’t possible you can use the word document and return it by email to ipaglasgow2023@gmail.com marked “**Bursary application 2023**”, in the subject line.

Name

Position/Title

Organisation (if any)

Full Address

Telephone (including country codes)

Email

What is your professional role?

Questions for information purposes.

Are you an individual member of IPA?	Yes/No
If Yes, in which country?	
Have you registered for the IPAGlasgow2023 Conference?	Yes - I have purchased a ticket Yes - I have registered but not paid Not yet
Have you had an abstract accepted for IPAGlasgow2023?	Yes/No
Will you require a Visa to come to the UK for the IPA Glasgow2023?	Yes/No

*Questions for assessment by the IPA Scotland panel.
The limit is 150 words per question.*

How are you intending to participate in the conference? (For example, delegate only, poster, presentation, workshop, Right to Play Award submission, active involvement in IPA business.)	
How will you share your experience after the conference? (For example, presentations in your country, sharing information with colleagues, changing practice, informing policy.)	
How will use your conference experience for the benefit of children, after the conference?	
How will your attendance positively impact on work with or for children in most need?	
Would you be prepared to contribute to IPA event(s) or publications following the conference?	
Is there anything else you would like to tell us about your reasons for participating and the difference it will make?	
Please sum up what difference coming to IPAGlasgow2023 will make to you and the children you work for or with. Maximum of 50 words Please note, we may use this in publicity announcing successful applications.	

*How much do you estimate your total budget is for the conference?
Please provide all estimates in GBP*

Flights/travel	£
Accommodation	£
Conference ticket	£
Other costs (please specify)	£
Total	£

How are you intending to pay for the trip?	
Please let us know estimates and whether these are confirmed or not.	
For example, you may have funds from an employer or university, you may be involved in fundraising activities, or making a personal contribution.	

Please tell us how much your request to the bursary fund is?

Minimum bursary requested	£
Maximum bursary needed	£

Data Protection/GDPR statement: The above details will be used by assessors of the IPA Scotland Bursary Fund for the purposes of Bursary assessment only and will not be divulged to another individual without your express opinion, nor used for any other purpose.

Signature

Date

Appendix 3

Press Release

Embargo: 00.01, 6th June 2023

Children set to quiz international experts on their right to play

The International Play Association (IPA World) will host 550 delegates from almost 40 countries at Glasgow Caledonian University, 6th – 9th June 2023. The conference is joined by international experts in play and children and young people from Scotland.

Children from Glasgow's Lorne Street Primary School will take the stage to open the 22nd IPA Triennial World Conference. They have gathered questions from children in Nigeria, India, Brasil, Taiwan, Canada and the USA to pose to Prof. Philip D. Jaffé, Vice Chair of the [United Nations Committee on the Rights of the Child](#). Professor Jaffé said:

“The grim state of the world needs a child rights reset: a serious play date at IPAGlasgow2023 should be top of the agenda. Children's right to engage in play and recreational activities is so essential that for many specialists it could be at the very top of the fundamental rights. How is it then that Art. 31 of the UN Convention on the Rights of the Child is considered the “forgotten article? I'm looking forward to engaging with the children from Lorne Street Primary School to explore these questions.”

Globally, the IPA World Conference is the only conference of its kind, unique in bringing people together to help create a world where all children have the right to play. IPA believes it is more important than ever as children's lives are impacted by global economic trends, environmental change and, of course, the Covid-19 pandemic which has long-term aftereffects for children's wellbeing worldwide. Conference Steering Group Chair, Tam Baillie said:

“We have a great opportunity to really push the case for better a realisation of children's right to play in Scotland and across the globe. Play is fundamental to children's development – often described as a biological imperative. We all have a responsibility to ensure that we purposely build play opportunities into all aspects of children's experiences of growing up.”

The conference will also explore how play reduces pressure and increases resilience in children's lives, supporting their positive mental health and wellbeing. Children's experience will be woven through the conference, with presentations of visual media, papers, projects and research. Chair of Conference Programming, Professor John McKendrick said:

“Our childhood memories tend to revolve around play, much of this is free play beyond the gaze of adults. We seem to have forgotten that play enriches the lives of children. Of course, play can help children learn, but it is much more important than that. This gathering of international experts is an opportunity for us to think about how we can facilitate more play and richer play. We need to recover what we have lost.”

Scottish Government is supporting the conference which will be addressed by Natalie Don, the Minister for Children, Young People and the Promise. Ms Don said:

“I am delighted to welcome the International Play Association conference to Scotland. Hosting the conference is a great honour, and it is a fantastic recognition of the importance that the Scottish Government places on play. We want Scotland to be the best place in the world to grow up, and we understand how important play is for children and young people's growth, development and wellbeing. That is why we are committed to ensuring that children and families continue to have access to high quality play opportunities at home, in nurseries, in schools, and in their local communities.”

Additional Information

IPA World Conferences have been held every three years since 1967 in Denmark. The only break was when the 2021 conference in Jaipur, India was cancelled due to Covid-19 pandemic. This is the first IPA World Conference hosted in Scotland.

Conference website: www.ipaglasgow2023.org

email contact: ipaglasgow2023@gmail.com

Conference Speakers

- Professor Philip Jaffe, University of Geneva, founding director of Centre for Children's Rights Studies – Vice Chair of the UN Committee on the Rights of the Child.
- Robyn Monro-Miller, President of IPA World
- Dr Sudeshna Chatterjee, globally recognised urban practitioner, evaluation specialist, researcher
- Monique Gray Smith, educator and award-winning author of Cree, Lakota and Scottish heritage
- Dr Adam Burley, consultant clinical psychologist, Scotland
- Prof. Roger Hart, Professor of Psychology and Geography, City University of New York and director of the Children's Environments Research Group
- Prof. John McKendrick, Glasgow Caledonian University

Conference partners

IPA Scotland www.ipascotland.org

Play Scotland www.playscotland.org

Early Years Scotland www.earlyyearsScotland.org

Inspiring Scotland www.inspiringscotland.org.uk

Conference supporters

Glasgow Caledonian University www.gcu.ac.uk

Glasgow City Council www.glasgow.gov.uk

Glasgow Convention Bureau www.glasgowconventionbureau.com

Appendix 4.1

*Guidance for submitting an abstract
also created as a short video*

Conference overview

The success of IPAGlasgow2023 will be what you bring to it! We have written this short guide to help in submitting an abstract to the conference, for anyone who might find it useful.

We welcome contributions from researchers, practitioners, service owners, managers, designers, planners, and policymakers. We hope to hear from those working in communities, for local and national government, charitable and voluntary organisations, private sector and community interest companies, and academia.

Play: Rights and Possibilities has five sub themes:

- Play and the realisation of other rights
- Play and the creation of environments
- Play and the quality of childhood
- Play and children's entitlement to optimum development
- Play and resilience.

Most abstracts will connect to at least one of the themes, although we do not preclude participation from anyone with something to share about play. We recognise that there are many ways to share our experiences and ideas. We accept submissions for posters, presentations, panel contributions, workshops and play breaks. We are looking for both academic and practical contributions, and playful approaches are always welcome!

What is an abstract?

An abstract is a short summary of the research, paper, or project you would like to present at IPAGlasgow2023. The abstract should describe the work in straightforward language which helps the reader or reviewer quickly understand what it is all about. IPA Scotland is a Scottish Charitable Incorporated Association (SCIO) Scottish Charity Number 026909

Abstract submission instructions

All abstracts must be submitted through a software system called EasyChair. Follow the link on the website to create an account, if you don't already have one. As the name suggests, it is easy to use!

Once you have logged in you will be guided to the submission form for IPA 2023 (XXII International Play Association Triennial World Conference 2023).

Abstract submission is straightforward – there is a form to complete. So that you know exactly what the reviewer needs to know, the abstract submission form will ask for:

- details of the author(s) or presenter(s) for your abstract
- your abstract (or summary), which should be no more than 200 words
- five keywords which describe the key features of the work – ideally, these keywords should describe at a minimum: specific focus on play, geography, age range
- the format you are proposing for your contribution i.e., presentation, panel, poster, workshop, play break, other
- a little more background: your role, sector, whether children actively participated in your work, and if the abstract is Covid-19 related

We aim to confirm acceptance within four weeks of submission. We will contact you as soon as your abstract has been reviewed, or if we require any additional information.

You can submit more than one abstract.

To submit an abstract, please go here and sign in to EasyChair.
The closing date is December 5th.

And finally

Please note that presenting at IPAGlasgow2023 requires full registration for the conference.

All participants who submit their abstract by the closing date, and whose abstract is accepted, will be entitled to Early Bird prices, regardless of when the submission is accepted. More details can be found on tickets on the website.

If you have any questions that aren't answered once you have looked at the system, please get in touch.

The Academic and Practitioner Advisory Group are looking forward to reading your submissions. Good luck!

Appendix 4.2

[Recording: Workshop on creating and presenting a poster for IPAGlasgow2023](#)

Recording: Workshop on creating and presenting a poster for IPAGlasgow2023

In this interactive workshop, we made a poster about how to make a poster! We discussed ideas and designs on how to make our posters interesting and interactive as well as shared experiences of presenting posters at an IPA conference. Hopefully listening in to our discussion from this workshop helps you create a poster for the IPA World Conference in Glasgow.

Appendix 4.3

Inclusive tips for presenters, moderators and workshop leaders

Our theme of rights and possibilities runs all the way through IPAGlasgow2023. We aim to create an inclusive, welcoming and rights-respecting experience for delegates.

IPA conference delegates come from many backgrounds, cultures and countries. Among us we speak many languages, have different communication needs and have varied confidence levels in English.

We recognise neurodiversity and differences in cultural expectations. An inclusive conference relies on us all to be considerate and to remember, if things aren't as we expect, there may well be good reasons.

Let's help each other, be patient and have fun!

In this short paper, we have gathered together tips to help us with this aim. If you have more tips to add, please let us know in the conference feedback or at the IPA desk!

Tips for speakers, presenters and workshop leaders

- Remember your audience is interested in your subject and keen to hear from you!
- Plan and practice your presentation in advance so it fits the allotted time – if you run over time, you will be using up someone else's presentation time.
- Arrive at your room about 10-15 minutes before start time to check equipment, confirm arrangements with the moderator and introduce yourself any other presenters.
- Start your presentation as planned if for any reason there is no moderator in the room – they may have been held up.
- Try to speak slowly and clearly – there are lots of languages and accents at the conference.
- Take a deep breath – feeling nervous can make you speak quickly.
- Allow pauses for people to process information – there is no rush.
- Avoid putting too much information on slides if you are using them – stick to key points.
- Read or tell people what is on slides – there are lots of reasons they might not be able to read them.
- Remember the value of a good picture to illustrate your points.
- Face towards your audience when speaking so that they can see and hear you, or lipread.
- Be mindful of being inclusive in your use of language and avoid stereotypes.
- Don't be put off if people are behaving differently from what you expect – there may be cultural differences and other reasons for people needing to move, avoid eye contact or even yawn!
- Don't worry too much about making mistakes – people understand there are language and cultural differences.

Tips for chairs and moderators

- Familiarise yourself with the presenters and topics in advance.
- Arrive at your room about 10-15 minutes to introduce yourself presenters.
- Let presenters know you will help keep the session to time, so it doesn't overrun.
- Check with presenters (if there is more than one) if they'd like questions after each presentation or after all presenters have given their talks.
- Introduce the session to delegates, be clear about how much time there is and if there will be opportunities for questions.
- Keep your introductions short – avoid using up the presenters' time!
- Remind delegates to indicate if they need speakers to slow down – an up-and-down wave of the hand, for example.
- Remind people to keep their questions to presenters short and relevant to the topic.
- Facilitate different ways to ask questions, if there is time – invite people to write questions down, discuss in pairs or small groups first, ask a confident English speaker to ask on their behalf, etc.
- Be conscious of who you invite to ask the first question – if an 'expert' asks the first question and gives a mini lecture it can put everyone else off! There's evidence that if a woman is invited to ask the first question, other women are far more likely to participate.
- Remember to thank presenters and delegates at the end.
- Follow the tips for speakers, presenters and workshop leaders too.

Tips the IPA team are following

- Model inclusive practice – our behaviour gives permission to others to be inclusive.
- Make it ok for delegates to do what they need to do to be comfortable – it's ok to move, fidget, stim, close your eyes, take a breather, go to a quieter space.
- Name inclusive practice – we're happy to say we're doing this for reasons of inclusion.
- Provide or arrange spaces to make things comfortable, where possible – for example, seats nearest doors suggested for people who might need to go out for a few minutes.
- Don't be afraid to ask questions like “May I help?” or “What is the best way to assist you?” or “Is there something that would make this easier or more comfortable for you?”
- Follow the tips for speakers and chairs.

General tips for all delegates

With such a large number of choices, we realise the programme might feel overwhelming!

- Take your time to peruse the Book of Abstracts ahead of time.
- Use the blank programme to pencil in some of the sessions you'd like attend.
- Check out the location of rooms and try to arrive on time.
- Don't be afraid to ask our team of friendly volunteers for help!
- Make sure your comments and questions in sessions are short and as clear as possible.
- Ask for help if you are not confident to ask your question, for example, if you aren't sure of the English – there may be someone in the room who can help to translate or ask for you.
- Be kind to the volunteers if they tell you a room is full. They'll help direct you to another session – which may turn out to be your favourite!
- Think of the programme like a fringe arts festival! There will be surprises, some sessions you love, someone you thought would be great but found a little... well underwhelming, some things you miss because you stopped for a chat or got lost! All of that is part of the unexpected fun of an IPA conference.
- Pace yourself. There are lots and lots of choices. It's fine to spend a session having a break, sitting in the sun, or having a quiet coffee.

These tips were developed for Play: Rights and Possibilities, the 22nd IPA Triennial World Conference

Appendix 4.4

Participation Principles and Tips

The Children's and Young People's Participation Advisory Group have put together some principles and guidelines to participation. It is hoped that this will assist any potential presenters at the International Play Association Triennial World Conference to ensure meaningful engagement with and representation of children and young people in their research, projects, abstracts, posters and presentations.

OVERVIEW

Pause for Thought: How have you considered the role of children and young people's voices throughout your project? How have you ensured it is meaningful?

Children's human rights underpin IPA Glasgow 2023. Any participation must be based on principles of inclusion, diversity and equality.

- How have you incorporated different perspectives in your project? It is important to do so, not only between adults and children and young people, but also to acknowledge the differing perspectives that children and young people experience.
- Contexts and cultures are key – be mindful of this!
- Consider underrepresented voices; children with disabilities, young children and children who are not native speakers are often heard less, for example. How might you involve those who are not traditionally considered in this way?

PROJECT PARTICIPATION

Pause for Thought: What is the gain for the children and young people? How might they benefit from being involved?

Children and young people are engaged, involved and able to participate meaningfully in IPA Glasgow 2023. This participation includes the contributions of children and young people from the host country, and internationally.

- Think about the language, terminology and tone you are using. When children and young people are involved, it is key that the language used hits the right tone, so they feel welcome and part of the project. Ensure your language is child-friendly, and that your work is as inclusive as possible.
- Is there an international perspective to the project? How will you allow for that and enable it to be successful?
- Co-production is almost always going to be the gold standard, but if children and young people are not directly involved in your project, there are lots of ways you can still ensure their perspectives are included.

- Would observation be appropriate? Quality observations are a good example of this. Children and young people often vote with their actions. Another example of this might be asking some children and young people to contribute at pilot or draft stage, so they can input their ideas and give feedback on what you are building.
- Children need advocates too! Engaging with people around the children and young people who know them and who they trust, as well as to the children and young people themselves, can also be helpful when capturing children's perspectives. This is especially true for those children and young people who cannot engage directly, or who choose not to. Flexibility, creativity, respect and consideration of children and young people's preferences are key to the process.

Children and young people's participation is ambitious, practical and doable. Children and young people are engaged to ensure that their participation is meaningful, strategic and sustained.

- How are you feeding back to the children and young people about your work, and keeping them informed? It will depend on the age, interest and development stage of the children and young people involved, but it might involve informal workshops or presentations, closed social media groups or written feedback.
- Don't forget to tell the children and young people about any outcomes that have come from the project or work they participated in. If you are creating a report or paper for professionals, you should develop a child-friendly version too.
- Consider how current your work is. It's important that any information derived from participation work is both authentic and up to date.

ENGAGEMENT AT THE CONFERENCE

Pause for Thought: How will children and young people be involved at different stages and ways across your work, including the presentation?

Children and young people are engaged, involved, visible and heard throughout the conference programme, when appropriate.

- It is not always going to be appropriate for active participation, particularly if there is no gain for the children and young people. That's ok!
- We are keen to support children and young people's participation at the conference, and the Participation Advisory Group will be on hand to support and liaise. Please let us know if we can help; we are keen that there are as few barriers as possible.

Children and young people's participation in research and presentation is positive, fun, stress free, safe and of high quality. Their participation and lived experience are not experienced as tokenistic, and consideration is given as to how to acknowledge their contribution. Hearing from children and young people first-hand is almost always the better approach.

- There are lots of ways in which children and young people might be involved in a presentation at the conference; be creative! Not all children and young people enjoy public speaking but would still love to be involved, and there are lots of ways that could happen.
- Technology can be a fantastic tool and can support conference engagement. Many children and young people enjoy and are comfortable in the online space, and this approach would enable some projects to engage with the conference without facing financial/ logistical barriers. Videos, audio recordings, live links and other online options can all support engagement.

Appendix 4.5

*Guidance for children and young people's participation
IPAGlasgow2023 Participation Advisory Group*

1. Introduction

The following guidance will be in place to support the successful participation of children and young people in IPAGlasgow2023. This will complement any other guidance in place to support inclusion and participation for all attendees of the conference.

The guidance will take into account IPA Scotland or other child protection/safeguarding procedures or policies.

Each organisation or group involving children and young people will be responsible for alerting IPAGlasgow2023 contacts to any child protection or safeguarding policies or issues, in line with their own practice.

2. Organisations supporting children and young people's attendance

Prior to the conference, organisations/groups supporting children and young people will be asked to provide the following information:

- Group details
- Name and contact details of lead contacts for group/organisation (mobile and emails)
- Number and age group of children and young people attending (realising that this will need to be updated on the day)
- Names of children and young people – this could be first names only or alternative names to protect identities etc. (to update on day)
- Other adults attending (parents/carers; other staff)

Practical arrangements

- Anticipated arrival time at event
- Any specific needs for children and young people (including refreshments)

Details to be provided in advance of session

- Short description of organisation/group which can be used in introduction to session
- Short description of session: what the organisation/group intends to do?
- Timings for session/activity
- Technical requirements and room set up (Lantern room specifically: conference style layout with chairs and top table or more informal set up?)
- Media consents: Organisation/group to identify consent opt-outs for individual children and young people or whole group.
- Any other issues re confidentiality, anonymity, child protection or safeguarding (e.g., whether questions/comments from conference attendees to children and young people are appropriate/welcomed, whether general filming/photographs by conference attendees is appropriate)
- Social media – are there any restrictions? Photographs on social media?
- Any other points they feel are relevant

3. IPA communications in advance

IPA conference organisers will provide the organisation/group with the following details in advance:

- IPA contact prior to conference and on day – including mobile.
- Details of the programme and what is happening before and after the organisation/group's session.
- Access to any 'base' space for organisations/groups and details of what refreshments will be provided and when.
- Name of IPA person facilitating/introducing event
- Details of what technical equipment will be available – and whether technical support will be on hand.
- What appreciation will be provided to children and young people and when
- Any anticipated media at specific session/event in line with consents

Social media or PR/reporting – how this will be handled – and in line with organisations/groups information.

4. IPA facilitator/contact on day

- IPA chairs/facilitators for children and young people's session to receive organisation/group information in advance of the conference.
- IPA chairs/facilitators (or conference rep) to contact organisation/group in advance of conference to check out final details/any issues – if possible.
- On-site Event Organisers to be aware of what group coming and who/where to direct.
- IPA chairs/facilitators to check with the group on arrival whether any names of attendees or other details have changed.
- IPA chairs/facilitators to check introductory remarks with Group lead: description of organisation, what session is about, and if questions/comments are welcomed.
- IPA chairs/facilitators to check that technical resources are in place and to problem solve (or call on others) as appropriate.
- IPA chairs/facilitators to be alert to any child protection/safeguarding issues (e.g., ensure children and young people are not put on the spot by adult(s) individually or collectively), social media or other restrictions.
- IPA chairs/facilitators to ensure that group are directed to refreshments/chill space after the event and receive appreciation gifts/packs.

Post conference:

- IPA to check in with organisation/group to offer thanks and ask for feedback (what worked, what did not, what did children and young people think of experience, learning for future).
- IPA future conference: learning on children and young people's participation to be shared with the next organising committee.

Appendix 4.6

Top Tips for running a play day event of this scale

Time for planning

- The Play Day event was led and coordinated by a small group of 4 from the steering group partners. Due to the conference timeline, Play Day was not fully planned until the final stages of the conference planning process. As a group being adaptable, nimble and light on our feet was key to the event's success.
- We would advise Play Aotearoa colleagues to build in planning for a play day early in the process as coordinating organisations, permissions, schools and volunteers is fairly complex!
- Roles and responsibilities within the group of 4 were agreed early in the process including appointing a named person as Lead.
- A written action plan was also created which was monitored and timely updates were provided to the main participation group.
- Centralising all Play Day information with one of the group members also ensured accurate information and communication.

Breaking down barriers to participation

- Each child and adult were provided with a bottle of water and a piece of fruit, which was donated by local suppliers, to keep their hydration and energy levels up. This was especially important since it turned out to be a hot, sunny day.
- Each delivery partner and visiting group was provided with a Play Day pack prior to the event, which included name tags that children/adults could decorate along with a site map and descriptions of the activities on offer. This was particularly well received by children with ASN/ adults supporting children with ASN.

Volunteers

- Having conference volunteers support the event in addition to the play practitioners and young people was essential. These volunteers provided groups of children with additional support as well as providing general support such as litter picking, sign posting to toilets etc. Furthermore, these friendly faces were recognised by delegates, and others which added to the fun, playful and trusting environment.

Involving and supporting delegates

- An interactive walking map was prepared for the IPA delegates to get from Glasgow Caledonian University to Glasgow Green where the Play Day was taking place. The route selected was the most scenic and playful route, and shortest.
- Only 10% of delegates participated in Play Day. Perhaps if Play Day featured on another day during the conference a bigger number of delegates may have got involved. And a more detailed rundown of Play Day in the conference brochure may have encouraged greater involvement.

Appendix 5

IPAGlasgow2023 Delegate feedback

Thank you for participating in the **IPA Triennial World Conference, IPAGlasgow2023**. With 550 delegates, 58 volunteers, six planning committees, and of course, lots of children, six fiddlers, two harpists, two dance bands and one bagpipe player, it was a big undertaking!

We'd love to hear about your experience of the conference, what worked, what didn't and what we could do better. We'll use this in our conference report, and to assist the hosts of the next IPA conference. You may already have dropped some feedback into our conference red letterbox - thank you! This form is asking for more specific feedback, which we will add to what we have already received.

The form will take around 10 minutes to complete.

Thank you!

Please rate your overall experience of the conference Very good Good Fair Poor

Based on IPAGlasgow2023, would you consider attending another IPA conference in the future? Yes No Maybe

What three words would you use to describe IPAGlasgow2023?

As a result of your participation in the conference, what will you start, stop or continue doing to support children's right to play?

Please rate the following aspects of the conference experience

	Very good	Good	Fair	Poor	I don't know	I didn't attend
Ticketing and registration experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meals and catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plenary speakers and panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening session (Tuesday morning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closing session (Friday morning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"In conversation" sessions in the Lantern Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parallel sessions - presentations, panels, workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playday (Friday)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate the conference social events

	Very good	Good	Fair	Poor	I don't know	I didn't attend
Civic reception (Mon evening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceilidh (Tue evening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presidents' reception (Wed evening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japan film night (Wed evening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tartan dinner (Thur evening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What was your favourite part of the whole conference experience?

What would you suggest we change or improve in future?

Is there anything you would like to say to the conference volunteers (in green t-shirts)?

What impact do you think these aspects of the conference had?

	A big or important impact	I didn't need it but was pleased it was available	Little impact	No impact
Accessibility information shared in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusive tips for presenters, workshop leaders and moderators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusive lanyards (personalised with stickers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relaxed rooms for plenaries and break out space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers briefed on inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to meeting dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to outdoor spaces at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greener conference - digital resources, water bottles, tree planting, biodegradable name badges and lanyards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there anything you would suggest to make future conferences more inclusive?

Is there anything you would suggest to make future conferences greener or more environmentally friendly?

What impact do you think children's participation had through the conference?

A big or important impact I wasn't aware Some impact No impact

Do you have any comments about children's participation in the conference?

What country/territory are you from?

Anything else you would like to add, please share it here!

Full list of committee members

Steering group

Tam Baillie, Chair	IPA Scotland/IPA World
Margaret Westwood, Co-chair	IPA Scotland
Jane Brumpton	Early Years Scotland
Theresa Casey	IPA Scotland
Jean Carwood-Edwards	Independent
Melodie Crumlin	Inspiring Scotland/Thrive Outdoors
Heather Douglas	Glasgow City Council
Mairi Ferris	Inspiring Scotland/Thrive Outdoors
Marguerite Hunter Blair	Play Scotland/IPA Scotland
Anne-Marie Mackin	IPA Scotland
Rachel Mathers	IPA Scotland
John McKendrick	Glasgow Caledonian University
John Watt	IPA Scotland

Observers

Sophie Arnold (Secretariat)	Play Scotland
Stacey Buntin	Scottish Government
Christopher Russell	Scottish Government
Greg O'Donnell	Glasgow Caledonian University
Marysia Nellaney	Glasgow Caledonian University
Wendy Russell	Glasgow Convention Bureau

Volunteer management group

Jane Brumpton, Chair	Early Years Scotland (EYS)
Sarah Goldsmith, Co-chair	Volunteer Co-ordinator (role started January 2023)
Linda Bruce	EYS (in-kind admin support)
Jenny Carey	Strathclyde University
Sarah Docherty	Strathclyde University
Jaci Douglas	Care and Learning Alliance
Mairi Ferris	Inspiring Scotland
Marie McQuade	Glasgow University
Norma Reuttiman	Care and Learning Alliance.
Nicky Shaw	Strathclyde University
Corrina Shearer	Care and Learning Alliance
Sara Vanatta	Save the Children
Jacqueline Vural	Chair College Development Network and Edinburgh College
Margaret Westwood	IPA Scotland

International Academic and Practitioner Panel

Professor John McKendrick, Chair	Glasgow Caledonian University
Dr. Maria Jesus Alfaró-Simmonds	University of Birmingham
Dr. Jaume Bantulà Janot	Universitat Ramon Llull
Assistant Professor Jennifer Cartmel	Griffith University
Dr. Sudeshna Chatterjee	IPA India and Director, Sustainable Cities and Transport, WRI India
Dr. Sarah Goldsmith	West College Scotland
Dr. Tuline Gülgönen	Instituto de Estudios Criticos
Dr. Avril Johnstone	University of Glasgow
Dr Peter King	Swansea University (UK, Wales)
Professor Suzannie Leung	Department of Curriculum and Innovation, The Chinese University of Hong Kong
Assistant Professor Janet Loebach	IPA Canada & Cornell College of Human Ecology, Cornell University
Professor Helen Lynch	University of Cork
Anne-Marie Mackin	IPA Scotland National Representative
Stacey Marko	Queen Margaret University
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Marianne Mannello	Assistant Director, Play Wales
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Marguerite Hunter Blair	Play Scotland
Thomas Kearins	Early Years Scotland
Barbara Middleton (illustrator)	IPA Scotland
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Lead author: **Theresa Casey**

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