

Rheumatology 2014 Innovation Theatre Session guidelines

Thank you for booking an Innovation Theatre Session at Rheumatology 2014. We think the Innovation Theatre sessions will add great value to the conference.

Please read the following guidelines which will be helpful to you and the success of your session.

Innovation Theatre Sessions

The Innovation Theatre will be based within the exhibition hall with and each session is limited to **30 minutes**, therefore you will be required to keep to your timings as there will be another session immediately following. You will be prompted by a member of the events team/AV technician if your session is seen to be over running.

Sessions include

- Seating capacity of 65 delegates
- Promotion of your session in the event up date and website
- On site promotion (plasma screens and poster boards)
- Theatre set up with basic AV kit (laptop, LCD projector, speakers, lapel mic/roaming mic)
- 1 complimentary pass to session speaker

Session format

Please submit your proposed session in the following format to Lindsay McClenaghan (lmcclenaghan@rheumatology.org.uk) **ASAP**. Once your session has been approved by the BSR you will be informed and have an opportunity to make updates. **Your final programme must be received by 12 February to appear in our printed programme. Any programmes received after this time will not appear in our printed programme.**

Title of session:

Speaker: (speaker of your choice)

Content: (topic of your choice to educate delegates on a service or study must include timings)

Organisers are reminded that content should be educational rather than promotional.

Promoting your session onsite

You are able to promote your session from your stand and outside the Innovation Theatre at your allocated time. You are not able to leave flyers on tables or literature stands within the exhibition hall and no promotion is allowed on the public concourse.

The BSR will however promote your session on the website and provide a link to an A4 flyer (single sided), which can be a format of your choice. Please submit your flyer to Lindsay McClenaghan, it is in your best interest to send your flyer as soon as you can, to optimise advertising.

There is also an opportunity to further promote your session by purchasing Chair drops each morning at every conference hall. [Please download the exhibition and sponsorship opportunities here for further information.](#)

Innovation Theatre set up and audio-visual

The Innovation Theatre will be set up in basic conference session style and include:

- Stage
- Lectern
- Screen with front projection
- Microphones
- Bench style seats to maximum capacity of 65.

Please note, due to the tight turnaround time within the Innovation Theatre we are unable to offer additional AV/staging requirements for your session.

Your speakers can check in their presentations to the Speaker Preview Room in advance of your allotted slot. Our technical support staff will be able to run through the presentations with you to prevent any last minute glitches. A technician will also be available in the Innovation Theatre.

Delegate passes

For security reasons, all attendees at your session need to be registered for Rheumatology 2014 and have a valid delegate badge. To avoid embarrassment we recommend that you ensure your invited session speaker(s) is registered to attend the conference or allocated a complimentary pass.

Insurance

Neither BSR, nor the ACC shall accept any liability for accidents, loss, or damage to persons using the premises or to their property. You may wish to consider obtaining your own insurance cover against any such risks.

Contact: lmcclenaghan@rheumatology.org.uk
Tel: 020 78 420 917