**Rheumatology 2015 Innovation Theatre Session guidelines**

Thank you for booking an Innovation Theatre Session at Rheumatology 2015. Please read the following guidelines which will be helpful to you and the success of your session.

**Please note deadlines at the end of this document.**

**Theatre set up**

The Innovation Theatre will be based within the exhibition hall; the theatre will be built with half walls and laid out in cabaret style on round tables to allow up to 65 delegates space to eat during the session. Following feedback, we will be providing headsets for sessions this year, which will allow delegates to head the speaker via wireless headphones.

The outside of the theatre is available for sponsorship and may be branded by one organization for the duration of the event. The inside of the theatre will not be branded in any way and cannot be dressed due to time constraints. You may place pop-up banners within the theatre during your session and we recommend that you provide a branded slide at the start of your presentation.

**Audio visual**

Each session will have one lectern mic, 70 headsets and an LCD Projector. An AV technician will be onsite during and prior to each session. Due to quick turn-around between sessions, we are not able to allow for further AV.

**Presentations**

You are required to provide session slides to the speaker preview room at least two hours before your session begins. Speaker preview will be open on Monday evening and early on Tuesday and Wednesday morning, full timings will be available closer to the time. 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.

**Timing**

Each session is limited to 20 / 40 minutes depending on your booking. You will be required to keep strictly to your timings as there may 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.

**Session content**

**Organisers are reminded that innovation sessions are non-promotional.**

Your programme is expected to be one speaker (two maximum) due to the short length of the sessions.

Please submit your session outline **by 9 February.** Once your session proposal has been approved by the BSR you will be informed and have an opportunity to make updates using the same form.

**Your final session information must be received by 2 March to appear in our printed programme. Any details received after this time will not appear in our printed programme.**

[**CLICK HERE TO SUBMIT YOUR SESSION DETAILS**](http://www.etouches.com/rheum2015sponsorsessions)

**Promoting your session**

You are able to promote your session from your exhibition stand only. 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.

You may place one pop-up banner outside the theatre in the time between your session and the one before. (E.G. if your session takes place at lunch time, you may place a banner outside the theatre after the morning session has begun. If your session takes place in the morning, you can place a banner outside the theatre after the afternoon session the previous day has started).

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

To purchase other options to further promote your session including chair drops and app push notifications. [Please download the exhibition and sponsorship opportunities here for information.](https://www.eiseverywhere.com/ehome/rheumatology2015/233096/)

**Delegate passes**

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

You will receive one complimentary delegate pass with your session, this can be used for your speaker or support staff. Any additional staff will need to be registered via the registration site, as the innovation session takes place within the exhibition hall, they can register as an exhibitor. A discount code for your complimentary pass will be sent to you in a few weeks.

**Insurance**

Neither BSR, nor Manchester Central 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.

**Deadlines**

**9 February** – Basic outline of session to be submitted online for approval

**2 March** - final session information to be submitted online

[**Click here to submit or edit session information.**](http://www.etouches.com/rheum2015sponsorsessions) **Remember to take note of your reference number when you have submitted so you may log back in and edit your session.**