**Rheumatology 2015 Industry Supported Symposia guidelines**

Thank you for booking an Industry Supported Symposia at Rheumatology 2015 we are delighted that you will be contributing to the content of the conference in 2015. Please read the following guidelines.

Please note the deadlines at the end of this document.

**Programme**

The programme of industry supported symposia should be at least 75% educational in content and should not contain more than 25% promotional activities.

All industry supported symposia programmes need to be approved by the BSR Heberden Committee, therefore a title and draft programme, including proposed speakers, must be submitted online no later than **Wednesday 18 February 2015.** All details received will be treated confidentially and will not be published until permitted (also indicated within the online form).

Organisers should not publish any programme details until the industry supported symposia has been given formal approval. This will be done via email approximately one week after submission.

Following approval, you can edit the submitted information online up until Monday 2 March. This is a firm deadline due to printing timelines and any changes after this date will not be published in the printed programme.

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

**Continuing professional development**

Organisers of symposia are responsible for obtaining CPD approval for their own event if required. For further details please contact the CPD office at the Royal College of Physicians, London:-

CPD Office, Royal College of Physicians, London, 11 St Andrews Place, London NW1 4LE
Tel: 020 7935 1174 Fax: 020 7487 4156 Website: www.rcplondon.ac.uk

**Complimentary badge allocation and code of conduct for symposia organisers**

The BSR recognise that you may have personnel that will require access to your symposium, but will not necessarily wish to attend the rest of Rheumatology 2015’s conference programme. For this reason we are able to provide up to six promotional passes per symposium. Please note that these passes will not permit access to the main meeting, and will only be valid on the day of your symposium.

These passes can be given as gifts to speakers, VIPs or used by representatives of the symposium organiser. You can register these attendees by clicking [**here**](https://www.eiseverywhere.com/ereg/index.php?eventid=90377&categoryid=1000494)

**Advertising your symposium**
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.

Within Manchester Central are 32” plasma screens around the hall foyers, where you can promote your session. These will be timed and scheduled in line with your symposium slot. Symposium organiser will need to submit a landscape style PowerPoint slide to the online form, landscape orientation with a screen ratio of 16:9 – **Deadline: 4 April 2014**

Inclusion in the main programme listing within all official Rheumatology 2015 programmes, industry supported symposia are also highlighted to registered delegates in our confirmation email on booking.

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/)

**Promoting your symposium onsite**

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 in the registration area in the time between your session and the one before. (E.G. if your session takes place in the evening, you may place a banner after the morning session has begun. If your session takes place in the morning, you can place a banner the afternoon of the previous day.

Two members of your team are allowed to promote your session outside your allocated room at the time booked, an allocated member of the BSR events team will be onsite with you to help you with any issues. All companies are given the same guidance and are asked to restrict to two members of staff only. Feedback from delegates in the past shows that too many members of the promotional team at once can make them feel intimated/put off.

Delegate bag insert. – See below.

**Format of your bag inserts**

Most organisers produce a specific flyer/invite for their symposium which will be included in the delegate bag. The leaflet can be a single A4 sheet, or folded (e.g. to A5 or DL size). We recommend providing 2,000 copies to allow one for each bag.

Please note that all publicity materials should advertise your symposia only. Please upload your bag insert to the online system for approval before printing. **Approximately one week is required for this approval so please have these e-mailed to** **lmcclenaghan@rheumatology.org.uk** **by 10 March.**

Bag inserts must arrive at the address below by **11 April 2015**.

**FAO:**  **Tish Butcher**

Nexus Collections

Brownhills

Leebotwood

Church Stretton

Shropshire

SY6 6LU

**Contact number:** 01694 751 777

**Delivery times:** Monday to Friday, 9.00am to 5.00pm

**Directions:** Nexus is situated on the A49 in Leebotwood, between Shrewsbury and Church Stretton.  There is a big white building on the right heading south from Shrewsbury. Heading towards Church Stretton, Nexus are approximately 200 yards passed Village Coffee on the left.

**Use of the BSR logo**

You are permitted to include the BSR logo and the conference logo within your publicity materials, providing that the position of the logo does not imply that the BSR endorses any particular company or the product. BSR reserves the right to dictate the final size and position of the BSR logo in any publicity material.

**Catering at your symposium**

Opportunities to provide catering for attendees vary depending on the time slot booked.

All sessions are provided 1 hour and 45 minutes. During which you are expected to have at least 1 hour and 15 minutes of content. The remaining time can be used to cater.

All catering arrangements must be arranged directly with the venue and invoiced to the symposium organiser. Please contact Cristiana Ilie - c.ilie@manchestercentral.co.uk to discuss all your catering needs.

**Catering can only take place within your session room.**

**Session times**

Tuesday evening sessions:

17.15-19.30

Wednesday morning sessions:

07.00-08.45 (sharp)

Wednesday evening sessions:

17.30-19.15

Thursday morning sessions:

07.00-08.45 (sharp)

Note, morning sessions will have main conference sessions in the room afterwards so will need to finish promptly to allow room turnaround.

**Room set up, audio-visual and technical facilities**

The allocated room will be set up in basic conference session style with stage, lectern, top table, screen with front projection, lectern microphone, table top microphone and theatre style seats to maximum capacity. If you would like to change the room set up please liaise with Lindsay McClenaghan.

Your speakers can check in their presentations to the Speaker Preview Room in advance of your meeting. Our technical support staff will be able to run through the presentations with you to prevent any last minute glitches. Alternatively, you may prefer to collate your speakers’ presentations in advance and to check them all into Speakers’ Preview as a group. A technician will be available in the room prior to your symposium to assist.

If you require any additional technical facilities for your symposium, please liaise with the inhouse AV company, Trish Bailey - tbailey@blitzcommunications.co.uk . Please make sure to discuss plans with BSR to take into account the logistics for sessions running before and after your symposia (where relevant).

**Decoration and in-room promotion**

It is permissible for you to distribute flyers or other literature within your symposium room. It is acceptable for you to decorate your symposium room providing that there is no damage to the venue fixtures and fittings, i.e. nothing is permitted to be fixed to the walls or other property belonging to the venue. However, as an example you could consider lighting schemes, projection of gobos, pop up banners etc. Please make sure to discuss plans with BSR to take into account the logistics for sessions running before and after your symposia (where relevant).

**Signage**

You are able to advertise your symposium within your stand space and produce roller banners to be placed outside your symposium room. Please note they are not permitted on the main public concourse, apart from one to be displayed in the registration area for the duration of the tome mentioned above.

Please note no other signage is permissible within the meeting. Please contact the BSR with any queries you may have.

**Stewarding**

Please note that for health and safety reasons you are not permitted to allow more delegates into your symposium room than its maximum seating capacity. If it becomes apparent that your symposium will be over-capacity a member of BSR staff will be on-site to assist with the stewarding of the event if required.

**Security**

For security reasons, all attendees at your symposium need to be registered for Rheumatology 2015 and have a valid delegate badge. To avoid embarrassment we recommend that you ensure that all of your invited speakers and chairs are registered to attend the conference or are allocated a symposia pass.

You are however entitled to allow as many members of your own staff into the session with you provided they are registered as exhibitors.

Neither BSR, nor the venue 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.

**Scanners**

Each symposium will be provided with two complimentary scanners for the collection of delegate data. These will be provided for the symposium only and must be returned to a member of BSR staff or the registration desk on completion of your session.

**Summary of key dates**

* Draft programme deadline:  **13 February 2015**
* Final programme deadline (also print deadline for any purchased adverts): **2 March**
* Bag insert proof sent for approval by: **10 March**
* Bag inserts delivered to Nexus: **4 April**
* Promotional PowerPoint slide landscape orientation with a screen ratio of 16:9: **11 April**