**BSR Autumn Conference Industry Supported Symposia guidelines**

Thank you for booking an Industry Supported Symposia at the BSR Autumn Conference we are delighted that you will be contributing to the educational content of the conference in 2014. Please read the following guidelines.

**Programme**

All industry supported symposia programmes need to be approved by the BSR Education & Training, therefore a title and draft programme, including proposed speakers, must be received by Lindsay McClenaghan no later than **Friday 12 September.** All details received will be treated confidentially.

Organisers should not publish any programme details, or invite any speakers until the industry supported symposia has been given formal approval. This will be done via email by approximately **1 October.**

Following approval of your initial proposal from the Education and Training Committee, you should invite your speakers and send any amendments to Lindsay McClenaghan before **28 October.**

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

Please submit your programme in the following format:

|  |  |
| --- | --- |
| **Title of session:** |  |
| **Chair:** (title, name, surname, organization, city) |  |
| **Aim:** (e.g. To provide delegates with an overview of the issues surrounding misdiagnosis in myositis and an update in best practice) |  |
| **Outcome 1:(e.g. Delegates will be able to identify the key factors in securing a diagnosis of metabolic /mitochondrial myopathy)** |  |
| **Outcome 2:** |  |
| **Outcome 3:** |  |
| **Lecture title 1:** |  |
| **Speaker title, name, surname, organisation, city** |  |
| **Lecture title 2:** |  |
| **Speaker title, name, surname, organisation, city** |  |
| **Lecture title 3:** |  |
| **Speaker title, name, surname, organisation, city** |  |

If you have any queries regarding your programme content please do not hesitate to contact Lindsay McClenaghan

**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 the conference programme. For this reason we are able to provide up to four passes giving access to the session room only.

These passes can be given as gifts to speakers, VIPs, or used by representatives of the symposium organiser or technical crew. Please provide the BSR Events team with the full name of the person who will be using the pass so that this can be arranged. **Names to be received by 17 November.**

**Advertising your symposium**
As part of your symposium booking you are entitled to the following assistance from the BSR Events team to help market your event:

* Dedicated page on our event website to Industry supported symposia. – Generated by BSR using programme content.
* Industry supported symposia are highlighted to registered delegates in our confirmation email on booking.
* Inclusion in the main programme listing

**Promoting your symposium onsite**

You are able to promote your symposia from your stand and outside your allocated room at the time booked. 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. A reasonable amount of staff are permitted to promote your symposia outside your room and an allocated member of the BSR events team will be onsite with you to help you with any issues.

**Bag inserts**

If you would like to produce a flyer/invite for your symposium to 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 250 copies to allow one for each bag.

Please note that all publicity materials should advertise your symposia only and should be sent to the BSR for approval prior to them being printed. **Approximately one week is required for this approval so please have these e-mailed to** **lmcclenaghan@rheumatology.org.uk** **by 28 October.**

Bag inserts must arrive at the address below by **19 November.**

**FAO:**  **Lindsay McClenaghan**

British Society for Rheumatology

18-20 Bride House

Bride Lane

London

EC4Y 8EE

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

**Directions:** Bride Lane runs between Fleet Street and Farringdon Road. Access is from Fleet Street (first left turn from Ludgate Circus) and the street is one way. This is a narrow street so please try not to leave vehicles unattended as others cannot pass. Landmarks on Bride Lane are the Bride Theatre and St Brides Church.

**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.

**Catering at your symposium**

BSR will provide beverages for your session that will be served within the room. If you would like to supply any additional catering this must be arranged directly with the venue and invoiced to the symposium organiser. Please contact Kimberley.stanton@hilton.com (tel: 01273 715133) to discuss all your catering needs.

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

The allocated room with be set up with stage, lectern, top table, screen with front projection, lectern microphone, roaming microphone and theatre style seats to maximum capacity. If you would like to change the room set up please liaise with Lindsay McClenaghan. We will do our very best to accommodate any AV/staging requirements you may have, but will have to take into account the logistics for sessions running before and after your symposia (where relevant).

Your speakers can check in their presentations with a member of the AV team 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 in 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, they might be available at an additional cost. Please liaise with Lindsay McClenaghan who can put you in touch with technical contacts at the venue.

**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.

**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.

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 the event 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 Hilton 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.

**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.

**Summary of key dates**

* Draft programme deadline: 1**2 September**
* Programme confirmation from BSR: **1 October**
* Final programme deadline: **28 October**
* Optional bag insert proof sent for approval by: **28 October**
* Names for symposia passes to be sent by: **17 November**
* Bag inserts delivered to BSR: **19 November**