**BSR Autumn Conference Innovation Session guidelines**

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

**Innovation Sessions**

The Innovation sessions will be based in a lecture room above the exhibition hall and each session is limited to **30 minutes**, you will be required to keep strictly to your timings as there will be another main conference session immediately before and following yours. You will be prompted by a member of the events team/AV technician if your session is seen to be over running. Should your session over-run, due to sound issues, we will need to lower the volume of your session in time for the main session to begin.

We ask that you limit the innovation session to three speakers as it is a short time allowance. Please factor in a few minutes for changeovers.

**Sessions include**

* Seating capacity of 60 delegates
* Promotion of your session in the event up date and website
* Theatre set up with basic AV kit (laptop, LCD projector, speakers, lectern 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) **by 12 September.** Once your session has been approved by the BSR (approximately 1 October) you will be informed and have an opportunity to make updates. **Your final programme must be received by 28 October 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 room 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 using the programme information you provide.

**Innovation Session set up and audio-visual**

The Innovation sessions 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 60.

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

Your speakers can check in their presentations with an AV technician 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 sessions.

**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