

Rheumatology 2017 Industry Supported Symposia guidelines

Thank you for booking an Industry Supported Symposia at Rheumatology 2017 we are delighted that you will be contributing to the content of the conference.

Please read the following guidelines and note the deadlines at the end of this document.

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Programme / submission of 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 using the online form no later than **Friday 3 March**.

For initial approval, the details required are- session title, aims/outcomes and an idea of your speakers. All details received will be treated confidentially and will not be published until permitted (also indicated within the online form).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 **17 March**. This is a firm deadline due to inclusion timelines for our app and any changes after this date will not be published in the printed programme.

BSR will not promote or publish any details of your session until you have ticked the relevant boxes in the submission site to allow us to do so. The sooner you submit details and tick these boxes, the sooner we can use the programme within our promotions.

[CLICK HERE TO SUBMIT YOUR SESSION DETAILS](#)

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 2017's conference programme. For this reason we are able to provide up to **five** exhibitor 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 to speakers, VIPs or used by representatives of the symposium organiser. Please remember that all attendees to your session must be registered, to avoid embarrassment, please ensure your speakers are registered. You can register these attendees by [clicking here](#)

It is rare but unfortunately we do get representatives misbehaving when they are trying to promote sessions. BSR recognises that you have invested a lot into your session but please ensure that all of the staff from your company abide by ABPI rules while on site and conduct themselves in a professional manner. Any representatives seen to be acting in an unduly competitive way or promoting their session with disparaging comments about another will be asked to leave. Please make sure all of your communications companies are briefed too. When the session before your symposium ends, you will be allowed TWO members of staff outside the largest hall to promote attendance at your session.

Advertising your symposium

Flyer / digital flyer:

When submitting your session, you can upload a PDF flyer (single or double sided), which can be up to A4. This will be used on the event website and event app. It is in your best interest to send your flyer as soon as you can, to optimise advertising. Please make sure you upload it without any printer mark ups.

You can then provide up to 200 copies of the flyer to us to distribute in keynote sessions before your session takes place. Please note the delivery deadline for these at the end of the document.

BSR promotion:

Sponsored sessions will be advertised within the conference programme both on the website and on the event app. We will include your symposium title in the small printed programme at a glance which we are issuing to delegates this year instead of a full printed programme.

Industry supported symposia are also highlighted to registered delegates in our confirmation email on booking and we will send a dedicated email to registered delegates encouraging them to look at our sponsored sessions.

Pop-up banner onsite:

Onsite on the day of your session, you may place a standard pop-up banner promoting your session in the registration area at the end of the session before yours. Please bring your banner to Marina Serrano at the registration desk and they will instruct you when and where to put this up. Please do not put up the banner yourself.

Your own advertising:

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.

Two members of your team are allowed to promote your session outside the largest hall in the venue 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 intimidated/put off.

Please note that all publicity materials mentioned above should advertise your symposia only.

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's marketing team need to approve all use of the logo, to receive a copy of the logo or to have anything approved before print, please email comms@rheumatology.org.uk.

Catering at your symposium

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

Morning and evening sessions will have 15 minutes beforehand that we have no activities taking place, you can ask for catering to be set up during this time. Morning and evening sessions are provided 1 hour and 30 minutes timeslots, during which you are expected to have at least 1 hour and 10 minutes of content. The remaining time can be used to cater.

Lunchtime symposia sessions will have BSR provided lunchbags outside the room so delegates can pick up a bag and eat in the session. If you would like to upgrade the bags for your sessions, you can do this with the venue.

All catering arrangements must be arranged directly with the venue and invoiced to the symposium organiser. Please contact Kay Sylvester to discuss all your catering needs:

Kay Sylvester

Food & Beverage Manager

0121 644 5122

E-Mail: kay.silvester@theicc.co.uk

Catering at this venue will be done outside your session room.

Session times, room allocations & rehearsals

Tuesday lunchtime session:

13.15-14.05

Room available for set up and rehearsal from 10.40.

BSR will provide 150 lunch bags.

Hall 9 – Bristol Myers Squibb

Tuesday evening sessions:

18.00-19.30

Catering permitted from 17.45.

Rooms available for set up and rehearsal from 14.30

Please note that rooms are required immediately after your session so you will need to finish promptly.

Hall 8- Eli Lilly

Hall 9 - Pfizer

Wednesday morning sessions:

07.15-08.45 (sharp)

Catering permitted from 07.00. Please note that rooms are required immediately after your timeslot for BSR sessions so if you are dressing the room or changing the furniture, please factor in time to remove this into your timings.

Rooms are available for set up and rehearsal from 19.50 previous evening and from 06.00 on the morning of the session.

Hall 8- Novartis

Hall 9- Pfizer

Wednesday lunchtime session:

13.15-14.05

Room available for set up and rehearsal from 10.40.

BSR will provide 150 lunch bags.

Hall 9- Sanofi

Wednesday evening sessions:

17.45-19.15

Catering permitted from 17.30. Please note that rooms are required immediately after your session.

Room available for set up and rehearsal from 16.30.

Hall8- Novartis

Hall 9- AbbVie

Thursday morning sessions:

07.15-08.45 (sharp)

Catering permitted from 07.00. Please note that rooms are required immediately after your session.

Room available for set up and rehearsal from 19.30 previous evening and from 06.00 on the morning of the session.

Hall8 – Menarini

Hall 9- Pfizer

Thursday lunchtime session:

13.15-14.05

Room available for set up and rehearsal from 10.40.
BSR will provide 150 lunch bags.
Hall 9 – Janssen

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 of 230 approx. If you would like to change the room set up please liaise with anna.jones@theicc.com. Morning and lunch sessions cannot change the room set up due to the tight turnaround after your timeslot.

Your speakers can check in their presentations to the Speaker Preview Room in advance of your meeting where our technical support staff will be able to run through the presentations with you to prevent any last minute glitches. Please make sure you have done this at least two hours before your session.

A technician will be available in your room one hour prior to your symposium to ensure everything is set up correctly.

We recommend 16:9 aspect ratio for slides but we can work with 4:3 as well.

If you require any additional technical facilities for your symposium, please liaise with the in-house AV team:

Ian Gould
0121 644 5092
ian.gould@necgroup.co.uk

Please make sure to discuss plans to change the room drastically 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. You may 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 the venue 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 time mentioned above.

Please note no other signage is permissible within the meeting unless purchased. 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 2017 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 scanners for the collection of delegate data, please collect from the registration desk before your session. 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. Please be patient as we process the data for these which can take 3-4 working days.

Summary of key dates

- Draft programme deadline: **3 March**
- Final programme deadline: **17 March**
- Chair drops delivered to BSR: **13 April**

Please deliver these to Marina Serrano: 18-20 Bride Lane, London, EC4Y 8EE.