

Industry supported symposia Terms and Conditions **Important – Please read in full**

When making a booking to hold an industry supported symposia at Rheumatology 2016 please note that you are agreeing to adhere to the following rules and regulations

ABPI Code of Practice - All Industry supported symposia organisers are required to comply with the ABPI Code of Practice for the Pharmaceutical Industry. The responsibility for ensuring compliance rests with the Industry supported symposia organiser.

Amendments to the Rules and Regulations - The BSR reserves the right to alter, amend, or add to any of these rules and regulations. Should any query arise, the decision of the BSR shall be final. The BSR undertakes, as far as possible, to communicate any amendment, or addition to these rules and regulations as efficiently as possible to all participating symposia organisers.

Cancellation policy – All cancellations must be made in writing, for the attention of Lindsay McClenaghan, lmcclenaghan@rheumatology.org.uk. The official cancellation date will be recorded as the date of receipt of the exhibitor's written cancellation notice. Cancellations received on or before 24 January 2016 will receive a refund of 75% of the total booking cost. Cancellations received between 25 January and 14 March 2016 will receive a refund of 25% of the total booking cost. Cancellations received after 14 March will not receive a refund.

Catering – Catering is permitted as contracted at time of booking. Please note catering times vary according to slots booked. All catering is to be organized via the venue.

Children - Please note that it is not permissible for children under the age of 16 to have access to any part of Rheumatology 2016.

Content of Industry supported symposia – A minimum of 75% of the programme of an industry supported symposia must be of general scientific content, and not more than 25% can relate to any specific drug or form of treatment. Industry supported symposia organised by the pharmaceutical industry will have, as their main

objective, the communication of scientific material which will enhance the knowledge of attending doctors.

There will be no material inducement or publication of a reward to attend the symposia. Delegates may of course be sent special invitations to attend, however there should be no reward for attending.

Continuing Professional Development (CPD) - Organisers of industry supported 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

Health and Safety at Work Act - It is the responsibility of the industry supported symposia organiser to ensure that all company personnel, contractors and third party representatives adhere to the Health and Safety at Work Act.

Payment terms – BSR requires 50% of the total cost of your Industry supported symposia booking to be paid as a deposit as soon as possible following confirmation of your reservation. Alternatively you may choose to pay the full cost of your symposia once your booking has been made.

Any remaining amount outstanding for your Industry supported symposia booking will be invoiced prior to the event.

BSR must receive full payment on or before 28 March 2016. If, after 28 March 2016 there is an amount outstanding to be paid for your Industry supported symposia, the BSR reserves the right to assume that you wish to cancel your booking and may re-allocate your slot accordingly.

Postponement or Abandonment – We will not be liable or responsible for any failure to perform or delay in performance of any of our obligations under these terms and conditions that is caused by events outside our reasonable control ("Force Majeure Event"). A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond our reasonable control and includes in particular (without limitation) the following: strikes or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of

terrorist attack; fire, storm, flood or other natural disaster; impossibility of the use of railway, shipping, aircraft, motor transport or other means of public or private telecommunication networks. Our obligations under these terms and conditions are suspended for the period that the Force Majeure Event continues and provided that if the Force Majeure Events renders, in our opinion, the conference not viable whether from a financial or logistical point of view then we may cancel or postpone the conference. If we choose to postpone the conference to another date (and/or place) we will offer you the opportunity of transferring your booking to the new date. If the conference is cancelled as a result of a Force Majeure Event we will provide refunds to exhibitors and sponsors on the basis of any sums remaining to us after satisfying all our obligations in respect of the cancelled event. You acknowledge that it may be on this basis that no refund is possible.

Programme Approval - All industry supported symposia programmes need to be approved by the BSR Heberden Committee, therefore a draft programme, including proposed speakers, must be received by the BSR Events Team. See symposium guidelines for dates and submission guidance. Sponsors are not permitted to publish any programme details, or invite any speakers until the industry supported symposia has been given formal approval. Acceptance of an official symposia meeting does not imply the society's endorsement of any views expressed by speakers or delegates at the meeting.

Industry supported symposia Guidelines - A document outlining some guidelines and important information relating to the organising of industry supported symposia will be distributed as soon as possible after your booking has been confirmed and deposit received. It is the symposia organiser's responsibility to ensure that this information is disseminated to any relevant third parties working on its behalf, and that they confirm to the BSR that the guidelines have been read and all its contents have been understood.

Industry supported symposia Slot Allocation – Slots are allocated on a first-come, first-served, basis. BSR reserves the right to release a "held" slot after two weeks if booking progress is not evident. Room allocations will be fair and transparent, rooms will be

all of similar size and style and will be selected by BSR on your behalf.

Signage and Leaflets – Please refer to the symposia guidelines for information.

Use of third parties/PR companies - BSR recognises that many companies will wish to appoint a third party to act on its behalf, however please note that the original symposia booking form MUST be completed and signed by a representative of the exhibiting company.

Full contact details for this company representative must also be given. BSR cannot accept bookings made by a third party, although we will be happy to work with those acting on your behalf once your booking has been confirmed. It is the booking company's responsibility to ensure all communications from BSR are shared with the third party.

Enforcement of Rules and Regulations - BSR will take a negative view of any industry supported symposia organiser, or third party working on behalf of a symposia organiser, that does not adhere to these rules and regulations. BSR reserves the right to close a symposia if it overruns the allotted time slot.