

GUIDELINES - ORGANISATION OF SATELLITE SYMPOSIA VIRTUAL



SUMMARY

Package includes:

- Pre-recorded session as part of the programme available to all registered delegates
- 45 minutes to 1 hour session
- Technical support with the recording (if required)
- Page in final online programme
- Page on the meeting app
- PDF information upload on app page
- A PDF advertisement notice specified for inclusion in Associations email mailshot preceding the conference
- Waived faculty registrations for invited speakers (maximum of 4)

KEY DATES:

Confirmed and invoiced	1st June 2020
Deadline for final programme submission	8th June 2020
PDF Advertisement notice	27 th July 2020
Recorded presentation submission	1st July 2020 - Extended to 3 rd August 2020
Launch of the Virtual Meeting	1 st September 2020

GUIDELINES:

1. Several outside organisations, notably pharmaceutical companies and equipment manufacturers, sponsor satellite symposia in association with the annual meeting of the association. The symposia are usually organised with the co-operation of members of the association.
2. The satellite meetings should involve high quality speakers and add significantly to the educational value of the main conference.
3. Attendance at the satellite symposia is generally by invitation from the organisers and sponsors.
4. Organisers and sponsors are asked to co-operate with the association over proposed satellite symposia.
5. The proposed programme must be submitted to the Annual Meeting Committee for consideration by Friday 14th February 2020. This must provide an outline of the proposed subject, suggested speaker topics, speakers and chairmen. The satellite programme will be reviewed at the Annual Meeting Committee on Thursday 19th March 2020. A template has been produced to assist you in this. Following submission, final approval of the satellites will be given. The Annual Meeting Committee reserves the right to reject a provisionally approved satellite at this time.
6. For those that are approved and accepted as official satellites, the final programme and speakers must be confirmed and sent to the Conference Department by Monday 8th June 2020.

7. Notices of approved satellites from their organisers may be circulated with the association's email shot preceding the conference provided they conform to a single A4 or A5 sheet. The Association's logo should not be included and artwork should be sent for approval. Notices should be sent no later than Monday 27th July 2020.
8. Satellite symposia will be pre-recorded and available from the launch date of the virtual meeting to all registered delegates. Please ensure your faculty have consent and permission for any images they use in their presentations.
9. The Association through the appointed TFI Group will provide support and guidance on the virtual system.
10. Please provide a full list of your faculty and email addresses and the Association will grant them access to the registration system and a code for waived registration to access all sessions with the main virtual meeting (maximum of 4).
11. The pre recorded nature of the presentations will not lend itself to live Q & A, but there will be the opportunity for the virtual delegates to email messages to speakers, which the Association will forward onto the relevant presenters. Please let us know if you would rather these questions were directed elsewhere.
12. If the symposium is cancelled, any cancellation costs will be borne by the sponsor, not by the British Association of Dermatologists. The Association reserves the right to charge sponsors for any cancellations.
13. The cost for the Symposia will be £5,000 + vat

CRITERIA FOR APPROVAL OF OFFICIAL SATELLITE SYMPOSIA

1. At least one speaker or chairman should be a member of the Association.
2. The meeting should have a major educational content relevant to the practice of dermatology and presentations should be balanced and not concerned primarily with dissemination of selected data for the purposes of a company's marketing or promotion.
3. All members of the association and registered delegates should be entitled to attend.
4. The programme must be approved by the Annual Meeting Committee as of sufficient importance to justify its official designation and an application for such approval must meet the deadlines detailed above.
5. Acceptance of an official satellite symposium does not imply the Association's endorsement of any views expressed by speakers or delegates at the meeting.
6. Any public statements made by companies conducting surveys at the BAD Annual Meeting or during their symposium are subject to approval by the BAD.