

## BRITISH ASSOCIATION OF DERMATOLOGISTS

### GUIDELINES - ORGANISATION OF SATELLITE SYMPOSIA

#### SUMMARY

##### Package includes:

- Live symposia in Glasgow with option to have session available on post event virtual platform or Virtual Only symposia available on post event virtual platform.
- Symposia accessible to all registered delegates at the 102<sup>nd</sup> BAD Annual Meeting in Glasgow
- Symposia accessible on the post event virtual platform open for 6 months after the live event accessible to all registered delegates at the 102<sup>nd</sup> BAD Annual Meeting in Glasgow.
- 45 minutes to 1 hour session for live symposia. Virtual symposia are all 45 minutes in length.
- Technical support in Glasgow (live symposium only) and with the virtual recording (if required at an additional cost)
- Page in final online programme (live symposium only)
- A PDF advertisement notice specified for inclusion in Association's email mailshot preceding the conference (live symposium only)
- Waived faculty registrations for invited speakers (maximum of 4 - live symposium only)
- Live in person symposia will include 10 symposium passes valid for the day of the symposium and to provide access to the specified symposium only.

##### KEY DATES:

Proposal form submission deadline	28 <sup>th</sup> February 2022
Notification of outcome and allocated slot	21 <sup>st</sup> March 2022
Deadline for final programme submission	8 <sup>th</sup> April 2022
Deadline for receipt of payment	29 <sup>th</sup> April 2002
PDF Advertisement notice (live symposium only)	6 <sup>th</sup> June 2022
Recorded symposium submission (virtual only option)	6 <sup>th</sup> June 2022
Launch of the 102 <sup>nd</sup> BAD Annual Meeting	5 <sup>th</sup> July 2022
Launch of Post event virtual platform	TBC

#### SUMMARY

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 Monday 28<sup>th</sup> February 2022. 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 17<sup>th</sup> March 2022. 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. The BAD Conference team will notify the proposers of the outcome and if accepted the allocated choice of slot by Monday 21<sup>st</sup> March 2022. Please confirm by return email that you wish to proceed. You will then be invoiced for the full amount.
7. 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 Friday 8<sup>th</sup> April 2022.
8. 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 6<sup>th</sup> June 2022.
9. Satellite symposia will be held at times specified by the association. Every effort will be made to avoid simultaneous meetings likely to appeal to a similar audience.
10. The Association will provide a room complete with the basic audio visual equipment and one technician. The conference organisers will provide a list of the audiovisual equipment available. Any furniture or fittings that are additional to those already supplied in the room must be notified in advance to the conference organiser. Symposia organisers and speakers will have access to and use of the speaker preview facilities on site.
11. The sponsor may erect a free standing sign in the registration area on the day of their symposium (live symposium only). The position of this stand is to be agreed in conjunction with the organiser on the day. A maximum of two hosts are permitted to distribute flyers advertising the session from this point in the registration area. Flyers can be issued from the sponsors' exhibition stand but personnel must not circulate the halls or other areas with promotional material. Promotional material must not be left in areas other than those specified (i.e. registration or sponsors' exhibition stand) and the organiser reserves the right to remove materials if found outside of these areas.
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 live symposium will with agreement from the organising company be recorded and made available on the post event virtual platform. Those that have opted for a virtual only slot will have their pre-recorded symposium added to the post event virtual platform. The virtual platform will be open for 6 months after the live event. Companies can request to have their symposia removed at any time.
14. The cost for the Symposia will vary between £4,000 - £17,500 + vat. Failure to pay for the invoices with the 30 day payment period may result in the cancellation of the symposium.

#### **CRITERIA FOR APPROVAL OF OFFICAL 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.

