



The BSG Annual Meeting 2017

Manchester
19-22 June

Satellite Symposia Guidelines



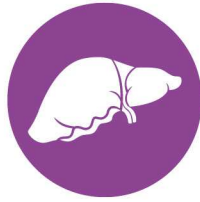
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Satellite Symposia Guidelines

The information below covers all breakfast, lunchtime and afternoon satellite symposia.

Satellite symposia held by the pharmaceutical industry will have, as their main objective, the communication of scientific material, which will enhance the knowledge of attendees. There will be no material inducement or publication of a reward to attend the symposium. Delegates may of course be sent special invitations but no reward to participants is allowed for attending the symposium.

Timings

- **Breakfast** satellite symposia last 45 minutes and commence at 07:45
- **Lunchtime** satellite symposia is 45 minutes for each presentation and commence at 13:30
- **Evening** satellite symposia last 45 minutes and commence at 18:15

Access to the Symposia Room

All satellite symposia take place in Charter rooms 1, 2 and 3. Access to the symposia room is permitted up to 30 minutes prior to the official start time. Within the satellite symposia rooms the following items are provided by the Organisers (MCI UK Ltd):

- 1 x lectern (including 2 x wired lectern microphones)
- 1 x top table to accommodate three people (including 2 x wired microphones on stands)
- 2 x Q&A floor standing wired microphones
- 1 x projector and screen
(suitable for audience and room size)
- 1 x PC laptop with comfort monitors
- 1 x wireless slide advancer and laser pointer
- 1 x general av technician
- qty x glasses and water

The Organisers (MCI UK Ltd), working in partner with the Manchester Central Convention Complex, will do our utmost to make sure that all needs are met; however, the above may be subject to change.



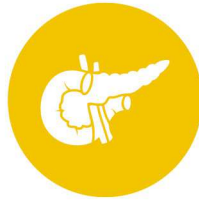
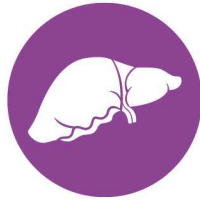
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Advertising

Prior to the Annual Meeting, the Organisers (MCI UK Ltd) will send an e-shot to registered delegates on behalf of the sponsor. Please refer to Sponsorship and Exhibition Deadlines for further information.

Symposia sponsors are required to submit further information regarding their symposia to be included within the mobile app, website and Delegates' Digest. This must include a brief description of the symposia and containing speaker names. Please send the copy of the description to the Organisers (MCI UK Ltd) no later than 19th April 2017 for approval.

Satellite symposia advertising boards will be available for use by all sponsors with a satellite symposium slot. The posters for display must be no bigger than A3 (297mm x 420mm) and designed in portrait-style. The timings for the display of posters and pop ups are as follows:

- **Breakfast** satellite symposia – from one (1) hour before the closing of sessions the night before
- **Lunchtime** satellite symposia – from 08:00 on the day of your symposia
- **Evening** satellite symposia – from 12:00 on the day of your symposia

The areas for satellite symposia advertising boards to be displayed are as follows:

- Poster Area, which will be located in Central Hall, Manchester Central Convention Complex.
- Registration Area, which will be located on the Central Foyer of Manchester Central Convention Complex.

Co-ordinators of satellite symposia are responsible for the production of their posters. Please pass these to the Organisers (MCI UK Ltd) at the registration desks as early as possible. The onsite staff will place them on the designated satellite symposia advertising boards at the relevant time.

Flyers advertising symposia can be distributed by sponsors from their stand during coffee and lunch breaks, and throughout the Welcome Reception. Flyers are not permitted to be handed out at any other time or location.



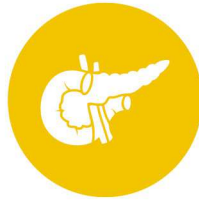
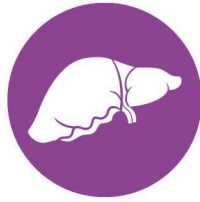
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Audio Visual

In addition to the above standard audio visual package, companies are able to order additional equipment via Manchester Central Convention Complex on-site contractor, Blitz Communications – using the appropriate form (please refer to *BLITZ ~ Audio Visual Form.pdf*). All ordering, payment and logistics should be coordinated directly with the venue.

Branding (within satellite symposia room)

The following room branding is allowed no earlier than 30 minutes prior to the symposia start time:

- pop ups
- lectern panel (bottom panel, 600mm wide x (in-pro))
- top table panel (to cover the entire front panel), 3048mm wide x 915mm high
- tent cards

Catering

If you require any catering for your symposia please contact the Organisers (MCI UK Ltd) on BSG2017Industry@mci-group.com.

Delayed Broadcasting

For sound and image recording of satellite symposia (or parts thereof by any type of media) that are dedicated for presentation to a public or closed audience outside the meeting, the company holding the satellite symposium is required to obtain formal acceptance from all speakers in writing and send it to the Organisers (MCI UK) at the latest six weeks before the meeting. Satellite symposia must not be broadcast in any way until the first Monday following the end of the meeting at which the satellite is scheduled. Technical arrangements should be made first with the Organisers (MCI UK), who will redirect the requests to the preferred audio visual supplier.

Live Broadcasting

Live and/or simultaneous broadcasting of satellite symposia in any way is prohibited.



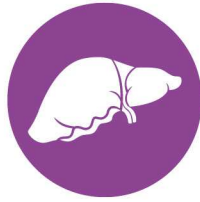
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Photos, Filming and Audio Recording of Satellite Symposia

Any such recording is permitted with the following conditions: in an agreement between the company presenting the symposium and BSG, the captured material must be used only for educational purposes. The company responsible for the symposium must inform their speakers and obtain consent from their speakers directly. The captured material should not be profit making or for commercial purposes or incur additional costs to the Organisers (MCI UK) of the meeting. The captured material will remain the copyright of BSG.

Any such requests require official permission at least 6 weeks before the meeting from the Organisers (MCI UK) clearly outlining the purpose of the recording.



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