

Meeting and Event Guidelines

The following guidelines apply to meetings (scientific and/or social) held at the time of the BAUS Annual Meeting.

Please note they do not refer to those sponsored satellite meetings which appear in the BAUS Scientific and Conference Programme, but only to those individually organised meetings which do not appear in the programme.

1. **Company-organised meetings** and social events must be held outside BAUS core conference hours. The Conference and Scientific Programme will be available on the BAUS Annual Meeting Microsite and contains the timings of all BAUS scientific sessions.
2. **Exhibiting companies** who wish to hold an individually organised event at the time of the BAUS Annual Meeting must give the following information to the BAUS Office by **Monday 9 April 2018**:
 - a) The proposed date of the event
 - b) The proposed time of the event*
 - c) The proposed event venue
 - d) The programme (for a scientific meeting)

The BAUS Office will then be in a position to advise a company if it is planning an event at a time when there are several other events taking place in order to avoid clashes of time, venue and meeting topic.

*Events may be organised only outside BAUS core conference hours which are:

Monday 25 June 0900-2030 †

Tuesday 26 June 0800-1930

Wednesday 27 June 0800-1630

† Please note that the main BAUS social event is taking place on the Monday evening (provisional end time 20.00). Once again the President and Honorary Secretary of BAUS are sure exhibitors will want to join us.

3. If it comes to the attention of BAUS that a company has held an event during core conference hours, that company's application for exhibition space at the Annual Meeting the following year will be considered **only after all other applications received by the given date have been dealt with**. This means it will not be possible for that company to book its preferred exhibition stand as most of the exhibition space sells in the first week.

These guidelines have been formulated with input from BAUS Council and from our exhibiting companies. We feel they serve the best interests of the Association and our industry colleagues. Thank you for your co-operation.

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Please note that the Conference hours and may be subject to change.