

SATELLITE SYMPOSIA GUIDELINES



Satellite Symposia Guidelines

The information below covers the Satellite Symposia.

Symposia Content

All symposia titles and speaker names should be submitted to the organisers by Monday 22 January at the latest. Please ensure speaker biographies are sent to the organisers by Monday 19 February. The speaker biographies will be included within the event app and interactive programme.

Access to the Symposia Room

All satellite symposia take place in the following rooms – Hall 2E, Hall 2L, Room 11A and Room 11B. Access to the symposia rooms will be permitted 30 minutes prior to the official start time where available. Please note for those that have the later time slots on Monday 16 and Tuesday 17 April organisers will have 15 minutes from the end of the previous symposium to the start of theirs.

Within the satellite symposia rooms the following items are provided by the Organisers (MCI UK Ltd):

- 1 x projector and screen (suitable for audience and room size)
- 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 PC laptop with comfort monitors (lectern and top table)
- 1 x wireless slide advancer and laser pointer
- 1 x speaker timer
- 1 x general AV technician
- qty x water and glasses

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

Advertising

Symposia details will be advertised in the conference printed programme, website, app and dedicated symposia e-shot.

Audio Visual

In addition to the above standard audio visual package, companies are able to order additional equipment via the Organisers (MCI UK) on BSH2018AV@mci-group.com.

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 (top 700mm wide x 180mm high landscape / bottom panel 600mm wide x 950mm high portrait)
- top table panel (accommodating 3 people, 2000mm wide x 900mm high)
- tent cards

- In addition to this one pop up banner can be displayed in the registration area on the day of your symposium. The organisers will place these in a suitable location

Lectern and top table panel branding for your satellite symposia room can be ordered directly with the ACC Liverpool; contact Joseph.Mangan@accliverpool.com for further information or refer to ACC ~ Branding Opportunities.pdf.

All ordering, payment and logistics should be coordinated directly with the venue. No additional branding is allowed other than the list above without prior written approval from the organisers (MCI UK Ltd).

Catering

If you require any catering for your symposia please contact Lisa Hughes at Centreplate directly on LHughes@Centerplate.co.uk.

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 6 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.

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 BSH, 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 BSH.

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.

Timings

All Satellite Symposia last 60 minutes each and there are four parallel sessions at any one point. Satellite Symposia on Monday 16 April 2018 are scheduled at the following times: 16:30 – 17:30 and 17:45 – 18:45.

Satellite Symposia on Tuesday 17 March 2018 are scheduled at the following times: 15:30 – 16:30 and 16:45 – 17:45.