

# BAUS 2024 Sponsorship Packages and Satellite Sponsors: Guidelines and Terms and Conditions

Each company must nominate **one** individual who will act as liaison with BAUS throughout the planning of the meeting and satellite session. This contact will be responsible for providing the information to BAUS on the given deadlines. **The deadlines will be provided to you by BAUS in a detailed overview. If a deadline is missed, BAUS reserves the right to not include / substitute the programme.**

## Guidelines

The Honorary Secretary of BAUS reserves the right to review the programme. Your draft programme must reach the BAUS Events Team by no later than **1<sup>st</sup> February**. This should include **TITLE, EXPLANATORY PARAGRAPH (no more than 50 words), TITLES OF TALKS, SPEAKERS' NAMES AND TOWN / CITY IN WHICH THEY WORK.**

**THE PROGRAMME MUST AVOID ANY UNDUE COMMERCIAL BIAS & MUST FOLLOW BAUS' VALUES ON [EQUALITY, DIVERSITY, AND INCLUSION](#) – FAILURE TO FOLLOW THESE VALUES MAY RESULT IN YOUR PROGRAMME BEING ALTERED.** Your programme must also include details of any additional arrangements such as special licenses from the Performing Rights Society. It will be your responsibility to ensure such arrangements are made for your satellite session while ensuring the BAUS office is kept fully informed. BAUS will add a disclaimer regarding the content of each satellite session in the Scientific Programme.

Letters of invitation to speakers will be sent directly from the sponsoring company, who will be responsible for all speakers' registration, travel and hotel expenses.

**Please note:** Your speakers must be registered as delegates **not** exhibitors.

Companies will have access to all audio-visual resources installed by BAUS. These include media check, data projection and audience microphones. Additional AV requirements, including consultancy, must be ordered in advance from the BAUS 2024 AV provider (ClarkEvents) and will be invoiced directly to you. No other audio-visual company may be used within the venue.

BAUS will arrange a meeting at The ICC Birmingham in April 2024 for representatives of companies booking a sponsorship package. Your representative is recommended to attend this meeting, as this meeting provides the opportunity to view where your satellite session will take place, you will also meet representatives from The ICC Birmingham (including the in-house caterers from whom any pre- or post-satellite catering must be ordered) and the AV provider (ClarkEvents) for BAUS 2024.

# Terms and Conditions

## BOOKING OF SPONSORSHIP PACKAGES – METHOD OF ALLOCATION

Sponsorship packages include an exhibition stand and various sponsorship & advertising opportunities. Satellite Sessions are only available to companies that have a sponsorship package at BAUS 2024.

### Sponsorship Packages

Sales of Sponsorship Packages open from 11:00am on 16 November 2023. Packages will be selected on a first come, first served basis and we will contact the Company Representatives to confirm the Sponsorship Package.

As soon as Sponsorship Packages are allocated, full payment of the cost (including VAT at the prevailing rate) will be requested by invoice. Payment will be due 90 days from date of invoice. If payment is not received by the due date, the Organiser reserves the right to release the Package back for general sale. **Allocation by the Organisers, shall be deemed to be a contract in acceptance of and in accordance with these Terms and Conditions. The Organiser reserves the right to refuse any application.**

## PAYMENT FOR SPONSORSHIP PACKAGES

The Sponsor shall pay the total cost of the Sponsorship Package allocated, plus VAT at the prevailing rate, to confirm allocation of the package. This payment is due 90 days from date of invoice, which will be sent upon receipt of the booking form. Payment methods are by cheque (drawn on any United Kingdom bank in pounds sterling made payable to “The British Association of Urological Surgeons Limited”), direct bank transfer or credit/debit card. The costs of any bank charges must be met by the Sponsor. Payments must be forwarded to The British Association of Urological Surgeons Limited, 38-43 Lincoln’s Inn Fields, London, WC2A 3PE, UK. Where payment is made by bank transfer, a copy of the Remittance Advice must be forwarded to the Organiser.

## CANCELLATION OF SPONSORSHIP PACKAGE

If, after allocation of Sponsorship Package, the Sponsor wishes to cancel, the Organiser will endeavour to re-sell the allocated package. If they are unable to do so, the Sponsor shall remain liable to pay the full charge for the package allocated. If the Organiser can re-sell the allocated package, any refund due will be less a 25% administration charge and any costs already incurred. Requests to cancel must be confirmed in writing and sponsorship cannot be released for resale until such requests are received by the Organisers and are acknowledged.

## GENERAL

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.