

BAUS 2024 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 symposia, 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 (08:00-18:00). The Conference and Scientific Programme will be available on the BAUS Annual Meeting Website and contains the timings of all BAUS scientific sessions.

Monday 24th and Tuesday 25th June will be evenings set aside to allow exhibitors to stage their own events outside of conference hours.

After the conference hours on Monday 24th June there will be a drinks reception held in the Exhibition Hall for those that wish to attend, giving a prime opportunity to network directly with delegates.

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 1st April 2024**:

- a) The proposed date of the event
- b) The proposed time of the event*
- c) The proposed event venue

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

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

Core Conference Hours

Monday 24 June 0800-1900

Tuesday 25 June 0800-1800

Wednesday 26 June 0800-1700

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.

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