

## BAUS 2022 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 sessions, 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 Website and contains the timings of all BAUS scientific sessions.

There will be a Welcome Reception in the evening on Sunday 12 June at an external venue. In addition, there is a Conference Dinner in the evening on Tuesday 14 June at an external venue. Exhibitors are welcome to purchase tickets to these attend social events. We request that any events you may be planning for the week do not take place during the Welcome Reception (provisional timings, 19:00- 23:00) and the Conference Dinner (provisional timings, 18:00-23:00). We would therefore ask you to plan around these times.

Monday 13 June will be free to enable exhibitors to stage their own events and the core conference hours are stated in the Meeting and Events Guidelines document, which should guide you when making your arrangements.

After the conference hours on Monday 13 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 4 April 2022**:

- 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 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:

Sunday 12 June 1900-2300\*  
Monday 13 June 0900-1800  
Tuesday 14 June 0800-2300\*  
Wednesday 15 June 0830-1600

*\*Please note that the BAUS social events are taking place on the evening of Sunday 12 June (provisional end time 23.00) and Tuesday 14 June (provisional end time 23.00).*

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.**