

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

Please read the following Guidelines and Terms and Conditions carefully before completing the booking form.

Submission of the form means that you agree to all the conditions mentioned below.

## Guidelines

Your draft programme must reach the BAUS Events Team by no later than **Monday 15 March 2021**. This should include ***TITLE, EXPLANATORY PARAGRAPH (no more than 50 words), TITLES OF TALKS and IF POSSIBLE, SPEAKERS' NAMES AND TOWN / CITY IN WHICH THEY WORK. HOWEVER, WE UNDERSTAND IF YOU WISH TO OMIT SPEAKERS' NAMES UNTIL THEY CONFIRM. THE PROGRAMME MUST AVOID ANY UNDUE COMMERCIAL BIAS.***

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 and any expenses.

Each company must nominate one individual who will act as liaison with BAUS throughout the planning of the satellite session and who will be responsible for checking the company's programme and to ensure the deadline set by BAUS are met. BAUS will email the deadlines of when we require information from you once your booking is confirmed.

## Terms and Conditions

### BOOKING OF SPONSORSHIP PACKAGES & SATELLITE SESSIONS – METHOD OF ALLOCATION

Satellite Sessions are only available to companies that are going to take a virtual exhibition stand at BAUS 2021. Sponsorship packages include a virtual exhibition stand and sponsorship opportunities.

The details of the Sponsorship Package as well as the application form are e-mailed to companies on the Organisers' mailing list on given dates and available on the BAUS website.

### Sponsorship Packages

Sales of Sponsorship Packages open from 11:00am on 1 March 2021 and a booking form is required to be completed via the BAUS website. Packages will be selected on a first come, first served basis and we will call or email Company Representatives to confirm/discuss 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 30 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. **The submission of a Sponsorship Package Application Form provided, together with the 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 & SATELLITE SESSIONS

The Sponsor shall pay the total cost of the Sponsorship Package or Satellite Session allocated, plus VAT at the prevailing rate, in order to confirm allocation of the session. This payment is due 30 days from date of invoice, which will be sent upon receipt of the booking form. Payment methods are by 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, 35-43 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 & SATELLITE SESSION BOOKING**

If, after allocation of Sponsorship Package or Satellite Session, the Sponsor wishes to cancel, the Organiser will endeavour to re-sell the allocated package or session. If they are unable to do so, the Sponsor shall remain liable to pay the full charge for the package or session allocated. If the Organiser is able to re-sell the allocated package or session, any refund due will be less a 10% administration charge and any costs already incurred in the promotion. 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

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