

Organiser Procedures for Meetings & Events

Thank you once again for proposing a meeting to be held with the support of the British Pharmacological Society. We are looking forward to working with you to make this meeting a success!

Following the approval of your proposal, this document aims to provide you with further information on the process, standards and timelines taken throughout the planning process of a meeting. It outlines what you should expect the Society's Meeting and Events Team to complete and take responsibility for, and it also summaries what we, the Society, would expect from you as the Meeting/ Event Organiser as experts in the field.

In summary it is the expectation that the meeting organiser is responsible for meeting content and that The Society will manage logistics - It is a joint effort to promote the event.

Please note that in addition to the following procedures, organisers and speakers are expected to follow the Society's code of conduct for members and collaborators which is available at www.bps.ac.uk.

Communication

To avoid conflicts in communication, the Organisers should identify a single point of contact (e.g. Chair of Scientific/ Organising Committee) for communicating with the Meetings Team.

The Society's Meetings Team will schedule teleconferences(s) with the Organisers as required.

1. In the event of a conflict arising, which cannot be resolved by the Member of Meetings Team assigned to handle the meeting or event, the matter should be escalated as outlined below; Head of Meetings & Events
2. Director of Research Dissemination
3. VP Meetings / Meetings Committee
4. President / CEO

Programme

In terms of programme development, the Society expects that the organiser establishes a Scientific Committee, if appropriate, and identifies a point of contact for communications between the Society and Meetings Team. The Society's Meetings Team are on hand to support you and your programme plans, the Affinity Group Co-chairs and VP-Meetings Meetings Committee can provide feedback and advice if you are ever in need of support.

Organiser roles in programme management:

- Develop the programme in line with the approved submission to the Meetings Committee
- Inform the Society's Meetings Team of any changes to the schedule or major changes in content. Significant changes in content will need to be approved by VP-



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Meetings and/ or Meetings Committee to ensure the event stays in line with the strategic aims of hosting the event.

- Provide sufficient guidance to speakers on their expected content.
- Provide support onsite to the Society's team in ensuring the programme runs to time through chairing the day.
- Assist the Society in CPD application if required
- To encourage abstract submissions for the meeting for oral and poster presentations.
- To recruit abstract reviewers if required
- Review abstracts for presentation at the meeting, and allocate between oral and poster presentation.
- To take part in on-site review of oral and poster presentations, and to award best poster and best oral presentations.
- To review abstracts post-meeting and suggest any relevant changes to abstracts for online publication on PA2 Online, if applicable.

The Society's meetings team roles in programme management:

- Providing a template (suggested) meeting programme for the organiser to adapt and expected timelines for key tasks e.g. speaker invitations/ acceptance, registration open/ close/ catering deadlines etc.
- Ensuring adequate breaks for catering and room / set up changes
- Keeping delegates, speakers, the venue and other stakeholders up-to-date on relevant changes to the programme.
- Set up of an abstract review site if required and management of abstract review process.
- Updating and promoting the programme on the Society's website and/ or social media platforms.
- Application for CPD accreditation where appropriate.

Speaker management

As organiser, you may well have relationships with many of your peers that are presenting at the event, as such you will be best suited to making an initial approach to speakers for the meeting. A suggested faculty/ speaker list should have been submitted with your proposal and will need to be approved by the Meetings Committee before approaching any speakers with an official invitation to present. Once you have invited speakers and received their agreements, the Society will then manage all logistics relating to their talk however you may need to continue conversations with them regarding content.

Organiser roles in speaker management:

- To send initial invitation letters to suggested speakers to get their agreement to speak on the date of the event. The Society's Meetings Team can provide a template letter of invitation for you. You may wish to adapt the invitation to explain what you wish the invitee to cover in their talk.
- To provide the Society with a speaker line-up and up to date contact details for future communications. Please note that if a speaker line-up has not been finalised and provided 20 weeks prior to the meeting date, the Society reserves the right to cancel the meeting.



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- Maintaining communications with speakers in relation to their content, ensuring they are prepared for their segments of the programme and aware of what is expected of them.
- Organisers should refrain from making financial commitments to speakers and defer to the Meetings Team and Society Expense Policy.

The Society's roles in speaker management:

- Provision of a template invitation letter including venue and expenses information.
- Communication with speakers regarding travel and accommodation, AV requirements, registration, requesting abstracts and any logistics relating to the event or their session.
- Registration of speakers.
- Arrangement of travel and accommodation.
- Reimbursement of approved expenses.
- Thank you letters will be delivered to each speaker.

Logistics

Primarily, logistics will be the responsibility of the Society however we will need guidance from the organiser on materials and room requirements for sessions.

Organiser roles in logistics:

- Provide details of any specific requirements for the event (materials such as whiteboards or handouts, room layouts, audio visual arrangements) to the Society's events team in sufficient time for arrangement. Please note that the Society does not hold stocks of materials and may need to order items for the event.
- Provide support onsite in chairing sessions and communicating with speakers.
- Meeting Organisers are expected to be present for the entire event and are asked to network with delegates and sponsors at the meeting.
- We ask that you make any housekeeping announcements to delegates at the meeting, and also thank any sponsors and exhibitors for attending.

The Society's roles in logistics:

- The Society will identify suitable venues within the proposed city/area to host the meeting / event and communicate these to the Organisers.
- The Selection of and contracting of a venue, communicating programme and room layouts with the venue contact.
- Sourcing equipment and materials for sessions.
- Contracting and communication with any additional suppliers.
- Provision of an online registration site.
- Provision of delegate badges, lanyards and CPD certificates.
- Catering for full event and any social events.
- Production of a programme booklet for the meeting.
- Onsite event management including venue liaison, registration and speaker management.



Marketing and communications

Marketing is considered to be a joint effort between the organiser and the Society. It is important to work together to ensure the programme is communicated and promoted effectively and using all of the resources available to both parties.

Organiser roles in marketing and communications

- To suggest and approve a meeting image to be used on the event website and marketing collateral. The Society can make suggestions of meeting images if required but will require guidance.
- To provide information about highlights of the events and "selling points" from a delegate's point of view, including aims and objectives to be used to apply for CPD, and for marketing purposes
- To review marketing strategy, ensuring relevance and inclusion of key terms.
- Help with the publicity of the event by spreading and sharing marketing collateral with your contacts and networks. This includes marketing flyers, posters, emails and social media.
- The Society would expect meeting organisers to encourage any local delegates, PhD students, colleagues and networks to attend the event.
- As experts in the field, the Society would expect the meeting organisers to help brainstorm ideas of where to market the event to.

Society roles in marketing and communications

- Delegate communications including joining instructions.
- Production of marketing materials – this may include social media, flyers, e-mail marketing or paid advertising as decided by the Marketing and Communications manager.
- Creation of a marketing strategy to include highlights as identified by the organiser.
- Creation of an event webpage on the www.bps.ac.uk site.
- Distribution of a feedback survey, results of which will be shared with the Meetings Committee and the meeting organiser.
- Promotion of the event to relevant contacts via the most appropriate methods as decided by the Society's Marketing Manager.

Finance

A budget will be provided for your meeting by the Society and meeting organisers should not use any of their own funding to facilitate the event but can seek additional funding from local authorities or sponsorship. As the budget holders, the Society must approve every cost and every payment before it is agreed. Organisers are asked to raise any potential expenses at the earliest time, to make the Society aware of any payments they would like to make and to not agree any expenses with suppliers, sponsors or speakers without prior agreement. Please note that any expenses without the prior agreement of the Society may not be paid. All financial decisions including setting registration fees and selection of major suppliers are the responsibility of the Society's event manager with the supervision of the Head of Meetings and Events.



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Organiser roles in finance:

- To have submitted an estimated budget for your meeting or event during the application stage
- Pre-empt any expenses and communicate these with the Society.
- Ensure faculty are aware of the Society's expenses policy.

The Society's roles in finance:

- Set and manage the event budget.
- Set attendance fees.
- Negotiate favourable rates for any suppliers.
- Communicate the Society's expenses policy with the meeting organiser and ensure speaker expenses are paid in a timely manner.
- Set delegate and sponsorship fees for the event in line with Society standards and the event budget.
- Provide and manage bursaries where available.

Sponsorship

If appropriate, the Society will seek sponsorship for your event. We will inform you of any sponsorship offering and sales made. It is of benefit to the event if sponsors are sought as income will allow for bursaries to be awarded and investment in future events. Often a local or personal connection is helpful in obtaining sponsorship so your own network may be valuable to the event, the Society will manage any contracts and invoicing as well as negotiation on your behalf if an introduction is provided.

Organiser roles in sponsorship

- The Society would appreciate any advice or guidance of potential sponsors and exhibitors from the organisers.
- Thank any sponsors in the opening and closing remarks.
- We would ask that you encourage delegates to network with the sponsors.
- You are encouraged to seek funding from local authorities to subsidise the event costs. The Society can help with this.

Society roles in sponsorship

- Manage any contracts and invoicing with potential sponsors
- Ensure sponsors are credited appropriately
- Provide required materials to sponsors including a delegate list (where delegates have agreed) and registration for their representatives
- Set fees and options for sponsorship



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If you have any comments, concerns or questions about the expectations and responsibilities of the meeting organisers or the Society's Meeting and Events Team, then please do get in contact following receipt of this document.

We look forward to working with you to make your meeting a success!