

**Sponsors' Satellite Symposium and
Lunchtime Workshop Guidance Pack**

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IMPORTANT DATES	
Submission of sponsors programmes	3 December 2018
Confirm other activities in support of your session	25 January 2019
Book additional AV/Branding requirements in support of a symposium (e.g handsets / lapel mics)	1 February 2019
Rehearsal room booking deadline: (see Appendix C)	1 February 2019
Registration and payment of SS and Wshop participants (over and above the 3 allocated day passes)	8 March 2019

Mediscript Ltd
Tel: +44 (0)20 8369 5380
E-mail: conferences@bhiva.org

IMPORTANT: the BHIVA Conference Organisers will be changing from Mediscript Ltd to Medivents Ltd from 4th January 2019

Medivents Ltd
Tel: +44 (0) 1462 476319
BHIVA@medivents.co.uk

Conference Dates:	Tuesday 2 - Friday 5 April 2019
Venue:	Bournemouth International Centre Exeter Road Bournemouth BH2 5BH Tel: + 44 (0)1202 456 400 Web: www.bic.co.uk

CONFERENCE PARTICIPANTS AND DEMOGRAPHICS

The BHIVA Annual Conference has been held in different locations across the UK and Ireland in order to make it as accessible to BHIVA's membership as possible. In 2018 the conference was held in collaboration with the British Association for Sexual Health and HIV and attracted in almost 1000 registered delegates.

PROFILES:

Conference delegates and participants is likely to consist of:

- Medical professionals
- Scientists
- Patient and community representatives
- Industry and pharmaceutical specialists
- Representatives of local and national research organisations
- Representatives from government departments/bodies
- Public health workers
- Representatives of NGO's
- Charitable organisations

STRUCTURE:

The conference will open on Tuesday evening with Registration and a dedicated two hour BHIVA session. The programme for this is still to be confirmed.

The conference will run for the following three full days and will contain:

- Plenary sessions and presentations of original research
- Lunchtime workshops
- Satellite symposia
- Poster presentations
- Exhibition
- Prizes and Awards Ceremony

The conference will close at 1555 on Friday 5 April 2019.

SPONSORSHIP OPPORTUNITIES

Conference Programme and Parallel Sessions	Major Sponsors £	Non Major Sponsors £	
Satellite Symposia	11,000	24,000 18,000	60-minute slot to be organised by the sponsoring company Now inclusive of 3 participant registrations for the session only or for the full day of the symposium. Two slots available
Interactive Conference App	1,500	1,500	Companies wishing to use voting for their symposia are required to use the Conferences App. Up to 10 multiple choice questions for audience voting. A maximum of 5 answers per question. Text the chair facility also included.
Invited Lecture Travel Bursary	4,000	6,000	30-minute slot to be organised in collaboration with sponsor company and support will be acknowledged. Bursary will go towards honorarium, travel and accommodation of the speaker. Slots will qualify for CPD accreditation.
Large Workshop	8,000	16,000 12,000	60-minute closed lunchtime meeting for a maximum of 80 persons in a theatre-style layout. The registration process for these meetings must be transparent and preferably operated on a first come, first served basis Now inclusive of 3 participant registrations for the session only or for the full day

			of the symposium. One slot available
Breakfast Workshop	4,000	8,000 6,000	As above, maximum 80 persons, prior to morning sessions
E-blast	500	500	Email symposium/workshop invitation distribution to registered conference delegates (content subject to approval)
Filming and MP4 recording of SS	2,000	2,000	MP4 recording of satellite symposium. Package includes publishing of video of satellite symposium slides on the website (subject to approval of non-controversial content)
Post-conference webcasts	6,000	12,000	Support of the webcasting of BHIVA/conference sessions displayed on the BHIVA/conference website See Example Acknowledgement will be provided to the sponsor on the appropriate pages of the BHIVA website

Sponsors' meetings and initiatives	Major Sponsors £	Non Major Sponsors £	Benefits
Sponsor-led educational activities pre, during and after conference	Price on application	Price on application	An event to be held in collaboration with BHIVA the day prior to, during or the day after the BHIVA Annual Conference. Please submit your proposal and applications will be reviewed on an individual basis. BHIVA respectfully requests that sponsors do not organise events that are not in collaboration with the Association.
BHIVA/Company-supported delegate registration scholarships	Price on application	Price on application	Acknowledgement to named sponsor in association with BHIVA. Scholarships to include a contribution towards a delegate's registration and travel/accommodation (if required) BHIVA to develop a customised process in collaboration with sponsors to meet compliance regulations and set eligibility criteria.

Advertising	£	Benefits
Provisional Programme	2,000	Digital copy, Duration on website: January to March 2019
Final Programme*	Internal page 2,000 Inside front cover 2,500 Outside back cover 3,000	Digital copy, Duration on website and App: April 2019 onwards
Mini Programme	Inside front cover 3,000 Outside back cover: 4,000 Sold	Mini Programme inserted into conference badges
Abstract Book*	2,500	Digital copy, Duration on website and App: April 2019 onwards

SATELLITE SYMPOSIA (SS)

A satellite symposium entitles the sponsoring company to a **1 hour slot** at the allocated time within the BHIVA programme. It is imperative that all **sessions run to the time allocated** in order to ensure the smooth running of the conference.

BHIVA considers the ownership of satellite symposia to rest with the sponsoring company. BHIVA proposes that sponsors have the freedom to select both chairs and speakers of their choice (subject to the safeguards in the following paragraph) for their session. However, should a company wish to interact with BHIVA on proposed topics and speakers this would be welcomed. BHIVA sets the plenary programme well in advance of the conference and requests all sponsors holding sessions at conference to review the plenary programme carefully in order to avoid repetition and duplication.

Speakers in industry-supported sessions are **only permitted to have one exposure in the sponsors' programme (symposium or lunchtime workshop)** at each conference. It would be appreciated if sponsors, when selecting participants (speakers, chairs, panel members) in their session, could ask them whether they have previously committed to speaking for any other sponsor at the conference as this will avoid duplication of speakers, and any potential conflicts of interests.

A sponsor's proposed programme, and their proposed participants, needs to be submitted to the Conference Organisers by **3 December 2018** for approval by the BHIVA Conferences Subcommittee. If speakers for satellite symposia are chosen and confirmed early, the BHIVA Conferences Subcommittee will be able to consider including them, if their expertise is appropriate, as a co-chair or a panel member in the body of the BHIVA plenary sessions. BHIVA provides sponsors with timelines well in advance by which time BHIVA requires information regarding topics and participants. This information assists BHIVA in avoiding duplication and repetition when finalising the plenary programme (see heading Timetable below).

Please note that **three complimentary one day registration passes** will be provided per SS booking, participants who wish to attend other days will be required to either register and pay the appropriate registration fee themselves or be supported by the company for whom they are participating. Companies will be required to take care of the **accommodation, travel and any other costs as appropriate** for their participants. Where a participant is a BHIVA committee member then it is not necessary for the sponsoring company to offer registration for the conference (whilst you may wish to offer support for their travel and accommodation costs). A dispensation for registration will be offered to participants who solely attend conference to present as part of a satellite symposium programme and then leave.

LUNCHTIME WORKSHOPS (LW)

BHIVA has a number of Lunchtime Workshop slots available which can accommodate 80 delegates in a theatre-style format, depending on the type of workshop booked. LW follow the same principles and timetable as that in place for satellite symposia as outlined above. Major sponsors of BHIVA will be given priority in the application and allocation process for these slots. See paragraph above (SS) for information regarding the content of the Lunchtime Workshop and selection of speakers.

SPONSOR-SUPPORTED INVITED LECTURES

BHIVA has a number of invited lectures available, which can be supported by means of sponsorship, bursaries or grants kindly donated by BHIVA sponsors. It is intended that BHIVA propose topics and speakers for the 30 minute slots that would be appropriate to the sponsoring company and that the sponsor would then agree these in consultation with BHIVA. All correspondence with the speaker would be handled by BHIVA and the speaker would be under no obligation to the sponsoring company. Funding and support will go towards supporting the honorarium, travel and accommodation of the speaker and company support will be acknowledged with the speaker, in all conference literature and at the conference itself.

It is very much intended that the slots will be educational in content and will qualify for CPD accreditation. We anticipate that due to BHIVA's endorsement of these sessions, they may attract an increased number of delegates whilst reducing the costs and workload of the individual sponsoring companies when compared with the arrangements of the previous invited lecture format.

TIMETABLE

- | | |
|---|------------------------|
| <ul style="list-style-type: none"> Detailed information submitted by sponsors, to include:
Title of session Titles of lectures Proposed Chair and speakers | 3 December 2018 |
| <ul style="list-style-type: none"> BHIVA to conduct a review of submitted topics and speakers and take an overview of current allocation to determine best position of satellites / workshops. Possible amendments to be made to current allocations | January 2019 |
| <ul style="list-style-type: none"> Include approved copy in the conference Provisional Programme | February 2019 |

BRANDING AND AV:

Where possible, and practical, BHIVA branding will be removed for the duration of the SS and LW. Promotional branding by a sponsor for a SS or a LW is permissible in the lecture theatre but **must be easily erected and removed immediately before and after the session**. There is normally no free time before or after SS slots and, as such, arrangements must be in place so as not to interrupt the flow of sessions. If promotional branding is required outside of the lecture theatre then this can only be erected in the specifically designated areas of the building. It would be very much appreciated if all arrangements for branding are made in collaboration with the Conference Organisers. Please see the **AV / Branding Booking Form**. Please return this by the deadline of **1 February 2019**.

Lectern Panel

You may also wish to organise a lectern panel to be displayed during your sessions.

- Dimensions: **Width = TBC x Height TBC**

GOBO PROJECTION

BHIVA gobos will not be projected on the stage during your SS, so if you would like your own gobo projected then this is possible.

Your gobos would need to be compatible with a **Chauvet Mavrick lamps** and to be supplied to the AV Company prior to **15 March 2019**

Please advise the Conference Organisers if you plan to utilise this form of branding. A facility fee of **£250** is applicable for those who wish to project gobos for their SS.

SUPPORT AND REHEARSALS:

Holding a SS or LW entitles sponsors to invite a maximum of an additional 2 members of staff or agency members to attend conference for a maximum of 4 hours prior to the symposium or lecture with the purpose of making arrangements for the session and to liaise with speakers. A meeting room will be made available, subject to availability, to enable sponsoring companies holding SS and LW the opportunity to rehearse their programme and hold discussion with their speakers, either just prior and / or just after their allocated programme slot. The meeting room would need to be booked in advance, in principle, on a first come, first served basis. The room will be made available to companies for a maximum of 1.5 hours on a complimentary basis. Any additional time will be chargeable at £200 per hour. The meeting room will contain basic audiovisual equipment including a plasma screen, laptop and screen. Please see the **Rehearsal Booking Form**. Please return this by the deadline of **1 February 2019**.

OTHER INITIATIVES IN SUPPORT OF YOUR SS AND LW:

You may wish to organise other activities in support of your SS and LW and these will need to be approved by the Conference Organisers. If you would like to organise any initiatives at conference in connection with your session it would be necessary for you to submit a proposal in writing to the Conference Organisers by **25 January 2019**. The Conference Organisers will then seek committee approval and advise you of what may be feasible and of any additional costs that may be involved.

SOCIAL EVENTS DURING CONFERENCE:

Welcome Reception

BHIVA will be holding a Welcome Reception (**1830-1930**) on **Wednesday 3 April 2019**. If you so wish, BHIVA would have no objection for you to organise a social event from 2015 hours onwards for delegates excluding all speakers, chairs and BHIVA Executive Committee Members who are invited to the Speakers' Dinner.

Speakers' Dinner

BHIVA holds a Speakers' Dinner immediately following the Welcome Reception from about 2000 on **Wednesday 3 April 2019**. As is customary, BHIVA Committee members along with speakers at the conference and two representatives of each major sponsor of BHIVA will be invited to the dinner.

Gala Dinner

On the evening of **Thursday 4 April 2019**, BHIVA will be organising a Gala Dinner and it would be appreciated if sponsors would refrain from organising anything in competition with the Gala Dinner.

On Friday 5 April 2019, BHIVA will not be organising any social events and would have no objection to you organising social events on this evening.

OTHER SPONSOR-LED ACTIVITIES DURING CONFERENCE:

Proscribed hours: 1400 Monday 1 April 2019 until 1400 Saturday 6 April 2019

It is required for all sponsors and other organisations to inform the Conference Organisers of any planned educational or social events during the proscribed conference hours. In addition to the identified industry SS and LTW slots in the programme, it may be possible for a company to hold an educational meeting outside of the standard conference programme hours (with a facility fee). Please contact BHIVA via the Conference Organisers with your proposal.

Sponsors' Sessions Guidance Pack

25TH ANNUAL CONFERENCE OF THE BRITISH HIV ASSOCIATION (BHIVA)
2-5 APRIL 2019, BOURNEMOUTH INTERNATIONAL CENTRE, UK

AV / Branding Requirements

BOOKING FORM

Company Name: _____ Applicants Name: _____
Session Date: _____ Session Time: _____

To thoroughly prepare our audiovisual team please tell us which of the following items you will be providing or booking for your SS or LW at the forthcoming BHIVA Conference:

We would like a DVD copy of our SS or LW (Fee: £2,000)
(inc of symposium slides on the conference website for 6 months after conference)

We will be using the Conferences App for voting and text the chair (Fee: £1,500)

We would like to send an email distribution promoting our SS or LW
Email to registered delegates (Fee: £500)

We will be producing a lectern panel for our SS/LW
• Dimensions: **Width = TBC x Height TBC**

We will be supplying gobos for projection during our SS (Fee: £250)
(Diameter 26mm / image size 22mm)

We would like lapel microphones to be made available for our SS/LTW Quantity
(Fee: £80 each)
Please note that lectern and top table microphones will be available at no extra cost

We would like to utilise a poster board for us to advertise our SS / LW
(Maximum poster size 1500mm (high) and 900mm (wide))

Please complete this form and return to the Conference Secretariat by 1 February 2019

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25TH ANNUAL CONFERENCE OF THE BRITISH HIV ASSOCIATION (BHIVA)
2-5 APRIL 2019, BOURNEMOUTH INTERNATIONAL CENTRE, UK

Sponsors' Satellite Symposium Rehearsal Room

BOOKING FORM

Company Name: _____ Applicants Name: _____

Please indicate below your preferred time and date for use of a Rehearsal Room just prior to, or after, your session at the forthcoming BHIVA Conference.

Availability: Please select your 1.5-hour slot between the following times	
Wednesday 3 April 2019	From 0730-1300 and 1500-1830
Thursday 4 April 2019	From 0730-1300 and 1500-1800
Friday 5 April 2019	From 0730-0900

Allocation:
Any company holding a SS at the conference is entitled to book the rehearsal room for a maximum of **1.5 hours** for the purpose of holding a pre-session rehearsal / briefing or post-session de-briefing

Time and Date	
(Rank)	
1	
2	
3	

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