



## Sponsors Session Pack

**New lecture theatre: [Mountbatten, 6<sup>th</sup> Floor, QEII Centre](#)**

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### IMPORTANT DATES

Submission of sponsors programmes	3 August 2018
Confirm other activities in support of your session	24 August 2018
Book additional AV requirements in support of a symposium (e.g handsets / lapel mics)	24 August 2018
Rehearsal room booking deadline: (see Appendix B)	24 August 2018
Receipt of sponsors logo for projection (SS only):	7 September 2018

**Conference Organisers:** Mediscript Ltd  
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 310 Friern Barnet Lane  
 London | N20 0LD  
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## INTRODUCTION

The BHIVA Autumn Conference will, once again, be held at the QE II Centre. Located in the heart of London, the centre provides all the facilities required for our delegates. I would like to thank all the members of the Conference Subcommittee for their efforts in preparing an excellent programme for this conference.

The conference programme is now almost finalised and the BHIVA plenary programme will cover a wide range of important topics relevant to HIV. Please refer to the programme pages of the First Announcement for a schedule of topics and timings. There will be a BHIVA Guidelines Session focusing on getting your feedback and promoting discussion on some of the Association's latest guidelines.

Accommodation has been arranged with a range of local hotels, all within a short distance of the QE II Centre. If you require accommodation please contact HotelMap, who provide a free hotel reservation service. Contact details can be found in the conference literature and on the BHIVA website.

The prestigious conference venue, the QE II Centre, has all the necessary facilities such as purpose built conference auditoriums, meeting rooms, exhibition facilities and a cloakroom to accommodate the BHIVA Autumn Conference and all its associated activities. The venue is conveniently located in the heart of London and close to such attractions as the London Eye, Houses of Parliament and Westminster Abbey.

The BHIVA Autumn Conference is a wonderful opportunity to showcase your research, your work and your support for BHIVA's ongoing efforts to achieve their aims and objectives of promoting and monitoring high standards of care in HIV therapy.

We earnestly request your whole-hearted participation in the sponsorship of various activities during the conference.



**Professor Chloe Orkin**  
**Chair**  
**British HIV Association (BHIVA)**

## BHIVA AUTUMN CONFERENCE AT A GLANCE

### Conference Dates:

Thursday 04 – Friday 05 October 2018

### Venue:

**QE II Centre** | Broad Sanctuary | Westminster | London | SW1P 3EE  
Tel: + 44 (0) 20 7222 5000 | Web: [www.qeiiicc.co.uk](http://www.qeiiicc.co.uk)

## CONFERENCE PARTICIPANTS AND DEMOGRAPHICS

The BHIVA Autumn Conference has been held in London for the preceding 21 years and moved to the QE II Centre in 2004.

Year on year it appears that the conference grows in popularity among medical professionals, allied healthcare workers, professional association members, community groups and the pharmaceutical industry.

### PROFILES:

**The conference delegates and participants list is likely to comprise:**

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

### STRUCTURE:

The conference will start with the Welcome Addresses at 0855 on Thursday 04 October 2018. The conference will run for the following two full days and will contain:

- Plenary sessions
- Invited lectures
- Interactive lunchtime workshops
- Satellite Symposia
- Exhibition

Conference to close at 1700 on Friday 05 October 2018.

### SOCIAL EVENTS:

- **Drinks Reception:**  
1830 -1915 Thursday 4 October 2018  
QE II Centre



## SPONSORSHIP OPPORTUNITIES

### BHIVA AUTUMN CONFERENCE 2018

Conference Programme and Parallel Sessions	Major Sponsors £	Non Major Sponsors £	
Satellite Symposia	8,000	16,000	60 minute slot to be organised by the sponsoring company <b>Fully booked</b>
Invited Lecture Travel Bursary	4,000	8,000	30 minute slot to be organised in collaboration with the sponsoring company. Travel bursary will go towards supporting the honorarium, travel and accommodation of the speaker and company support will be acknowledged in all conference literature. Slots will qualify for CPD accreditation.
Large Workshop	8,000	16,000	60 minute closed lunch time meeting for a maximum of up to 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. <b>One slot available</b>
Breakfast Workshop*	4,000	8,000	Large workshop, max 60 minutes, prior to morning sessions
Meeting of key opinion leaders	Price on application	Price on application	Max 90 minute closed meeting outside of conference programme hours, including the day before or the day after conference, of up to 30 persons. Applications will be reviewed on an individual basis.
Meet the experts session	Free of charge	Free of charge	Organised from the confines of a sponsors exhibition stand during lunch on the basis of 1:1 or 1:2 discussions where no amplified sound equipment is used.
Advisory board meeting / Round table conference	Price on application	Price on application	Max 90 minute closed meeting outside of conference programme hours, including the day before or the day after conference, of up to 30 persons. Applications will be reviewed on an individual basis.

Logistical support and exhibition	Major Sponsors £	Non Major Sponsors £	
Exhibition stand	3,000	3,000	(3m x 2m) 2 free registrations
Extra exhibition space	500 per sq metre	500 per sq metre	
Delegate bags	1,750	3,500	Company logo printed on bags
Printed material insert	750	1,500	
Other item inserts (e.g. pads, pens)	Free of charge	Free of charge	
Badges / Lanyards	1,750	3,500	Company logo on lanyards

\*Plus cost of breakfast as requested.

## SPONSORSHIP OPPORTUNITIES (CONT)

Satellite Symposia and Invited Lectures	Major Sponsors £	Non Major Sponsors £	Benefits
Interactive Conference App	<i>included</i>	<i>included</i>	Use of conference app for voting and text the chair facility during Satellite Symposia. Up to 10 multiple choice questions for audience voting. A maximum of 5 answers per question.
Filming and MP4 Recording	2,000	2,000	MP4 recording of satellite symposium. Package also includes publishing of video of satellite symposium slides on the conference website. (subject to BHIVA Committee approval of non-controversial content)
E-blast	500	1000	Email Symposium / workshop invitation distribution to registered conference delegates, content subject to approval from the committee.
Post-conference Webcasts	4,000	8,000	Support of the webcasting of BHIVA sessions displayed on the BHIVA Website. Acknowledgement will be provided to the sponsor on the appropriate pages of the BHIVA website.

Advertising			
Preliminary Announcement	1,500	<i>Not available</i>	All items will be posted on the BHIVA website. (For OBC please add 30%). (For IFC please add 15%).
First Announcement*	2,000	<i>Not available</i>	
Second Announcement*	2,000	2,000	
Mini Programme*	£3,000	£3,000	Mini Programme inserted into conference badges

\*Surcharges for special positions apply

### 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 allowed to have one exposure in the sponsors' programme (symposium or lunchtime workshop)** at each conference. It would be appreciated if sponsors, when selecting participants 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 August 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 **you need to register all of the participants in your satellite symposium** (unless they are a BHIVA Executive Committee member) for conference and take care of their accommodation, travel and any other costs as appropriate. Where a participant is a BHIVA committee member then it will not be necessary for the sponsoring company to offer registration for such members at the conference whilst you may wish to offer support for their travel and accommodation costs. A dispensation for registration will be offered to participants in your session 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. 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 AND SESSIONS

BHIVA has a number of invited lectures / sessions 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. Applications from major sponsors will be considered in preference to applications received from non-major sponsors.

## TIMETABLE

- |   |                      |
|---|----------------------|
| <ul style="list-style-type: none"> <li>Detailed information submitted by sponsors, to include:<br/>Title of session   Titles of lectures   Proposed Chair and speakers</li> </ul>   | <b>3 August 2018</b> |
| <ul style="list-style-type: none"> <li>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</li> </ul> | <b>August 2018</b>   |
| <ul style="list-style-type: none"> <li>Include approved copy in the conference programme</li> </ul>   | <b>August 2018</b>   |

## BRANDING

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 which include, the company's exhibition stand, the foyer outside the lecture theatre/workshop room and in the lecture theatre/workshop room. A maximum of four company banners promoting SS and two banners promoting LW are permissible. It is the responsibility of the company to erect and take down any promotional banners. It would be very much appreciated if all arrangements for branding are made in collaboration with the Conference Organisers.

### Lectern Panel

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

- Dimensions: **TBC**

## LOGO PROJECTION

No BHIVA logos will be projected during your satellite symposium so if you would like to project your own logos then this is possible.

Your logos would need to be provided in a static EPS format to the Conference Organisers by no later than **7 September 2018**

Please advise the Conference Organisers if you plan to utilise this form of branding. Logos can be projected in full colour. A facility fee of **£250** is applicable for those who wish to project logos for their Symposium.

## AV INCLUDED IN THE PACKAGE

### Satellite Symposia

- Projector and screen
- PA system
- Lectern
- Lectern microphone
- Speaker comfort monitor
- Slide advancer/ Laser pointer
- Top table for 6 with chairs
- 6 x top table microphones
- Comfort monitor for chairs
- Stage lighting
- 4 x audience microphones on stands
- Traffic light system (controlled by AV tech)
- Tablet for moderated questions

### Lunchtime Workshops

- Projector and screen
- PA system
- Lectern
- Lectern microphone
- Speaker comfort monitor
- Slide advancer/ Laser pointer
- Top table for 2 with chairs
- 2 top table microphones
- Comfort monitor for chairs
- 1 x audience microphone on stand

If any other audio-visual equipment is required in addition to what is supplied by BHIVA, such as additional microphones, then this must be arranged via the Conference Organisers well in advance and at the latest by **24 August 2018**. These will be chargeable.

**Please see [Appendix A](#) for an AV / Branding booking form.**

## SUPPORT AND REHEARSALS

Holding an SS entitles sponsors to invite a maximum of an additional two 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 provided, subject to availability, to enable sponsoring companies holding SS the opportunity to rehearse their programme and hold discussion with their speakers just prior to 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. The meeting room will contain basic audiovisual equipment including a data projector, laptop and screen. **Please see Appendix B for a meeting room booking form. Please return this by the booking deadline of 24 August 2018.** Access to the workshop room for LW will provided 1.5 hours prior to a lunchtime workshop, subject to availability.

## OTHER INITIATIVES IN SUPPORT OF YOUR SS

You may wish to organise other activities in support of your session 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 **24 August 2018**. 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:

### Drinks Reception

BHIVA is holding a Drinks Reception (1830-1915) on **Thursday 4 October 2018**. If you so wish, BHIVA would have no objection for you to organise a social event from 1930 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 **1945** on **Thursday 4 October 2018**. As is customary, BHIVA Committee members along with speakers will be invited to the dinner.

## OTHER SPONSOR-LED EDUCATIONAL ACTIVITIES DURING CONFERENCE:

Please note the following proscribed conference hours during which it is requested that sponsors and other organisations **refrain from organising any other educational events**. If you would like to organise an educational event during these times then please contact BHIVA via the Conference Organisers. It may be possible for an event to be formally acknowledged outside of standard programme hours and for a facility fee to be payable.

**1000 Wednesday 3 October 2018 until 1400 Saturday 6 October 2018**





## Appendix A: Sponsors' Satellite Symposium AV / Branding Requirements BOOKING FORM

Company: \_\_\_\_\_ Applicants Name: \_\_\_\_\_

Session: \_\_\_\_\_ Session date and 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:

<b>We would like a DVD copy of our SS or LW (Fee: £2,000)</b> (inc of symposium slides on the conference website)	<input type="checkbox"/>
<b>We will be using voting for our SS via the Conferences App (Fee: £1,500)</b>	<input type="checkbox"/>
<b>We would like to send an email distribution promoting our SS or LW</b> Email to registered delegates (Fee: £500)	<input type="checkbox"/>
<b>We will be producing a lectern panel for our SS/LW</b> (Dimensions: <i>TBC</i> )	<input type="checkbox"/>
<b>We will be supplying a logo for projection during our SS (Fee: £250)</b> (Static EPS Format)	<input type="checkbox"/>
<b>We would like lapel microphones to be made available for our SS/LW (Fee: £60 each)</b> Please note that lectern and top table microphones will be available for symposia participants	<input type="checkbox"/> Quantity
<b>We would like to utilise a poster board for us to advertise our SS / LW</b> (Maximum poster size 1500mm (high) and 900mm (wide))	<input type="checkbox"/>

Please complete this form and return to the Conference Secretariat by **24 August 2018**

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 1 Mountview Court  
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**Appendix B: Sponsors' Satellite Symposium Rehearsal Room**

**BOOKING FORM**

Company Name: \_\_\_\_\_ Applicants Name: \_\_\_\_\_

Session: \_\_\_\_\_ Session date and time: \_\_\_\_\_

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**

Thursday 4 October 2018	From 0730-1800
Friday 5 October 2018	From 0730-1700

**Allocation:**

Any company holding a Satellite Symposia at the conference is entitled to book the rehearsal room for a maximum of **1½ hours** for the purpose of holding a pre-session rehearsal / briefing or post-session de-briefing

Time and Date	
(Rank)	
1	
2	
3	

Please complete this form and return to the Conference Secretariat **24 August 2018**

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