

## College Symposia Guidelines

An initial programme must be submitted to the Conferences and Academic Activities Committee with an idea of when you wish to hold the conference. This should include the topics to be covered and if possible, the provisional speakers. A successful programme should contain 7-8 sessions, usually between 30-40 minutes each. It is essential that you allow time for questions after each speaker or include dedicated discussion sessions. To ensure that delegates from further afield can arrive at the College in time, a suitable registration time is 9.30am or 10.00am and a suitable finish would be 4.30pm.

Making the event as interactive as possible will ensure delegates are concentrating throughout the day, workshops, discussion panels and breakout sessions always prove popular.

Once the draft programme is received the Academic Activities committee will then review the content and feedback will then be sent to the organiser.

### Stage 1 – Once programmes have been confirmed

- All speakers must be informally contacted with regards to their participation in the meeting by the organiser.
- The programme organiser must send full contact details of the speakers to the Events Manager (Michelle Merrett).
- The Events Manager will send the formal invitations to all speakers on behalf of the College.
- The formal invitation letters will include:
  - Lecture title
  - Lecture timing
  - Request for abstract and reference
  - AV requirements
  - Hotel requirements \*
  - Expense claim form

\* The College will book and pay for any hotel accommodation required by the organiser or the speakers, if they reside outside London.

### Stage 2 – Sponsorship

The Royal College of Pathologists is a registered charity and relies on sponsorship to keep attendance costs as low as possible and is always extremely grateful to sponsors for their valuable support.

Please refer to the **Guidelines for Sponsorship** document

#### Key principles:

- Sponsorship must be approved by the Standing Committee for Conferences and Academic Activities as well as the medical/scientific organiser of the event.
- It must be made clear that sponsorship does not imply College approval or endorsement of the company or any of its products.

- Individual contributors of the meeting (speakers or chairpersons) must declare any relevant links with the sponsors (paid or otherwise) and sponsors will not be able to dictate the names of speakers or the content of the meeting.
- Sponsors must not use the College logo or any record (photographic or otherwise) of the meeting for promotional material purposes.
- If overseas speakers are listed on the programme, sponsorship must be confirmed to cover travel expenses before the meeting is advertised.

The Events Manager will liaise with the organiser on possible sponsors. If the organiser has direct contacts they may contact them on the College's behalf

### Stage 3 – Promotion

- Once invitations have been sent out, the programme will be listed on the College website – [www.rcpath.org/conferences](http://www.rcpath.org/conferences) and included in all forthcoming issues of *The Bulletin* and the e-Newsletter
- The Events Team will liaise with the organiser on suitable advertising
- All avenues of advertising will be researched and confirmed within budget restrictions
- The Events team will keep the organiser updated of confirmed advertising

### Stage 4 – Contact with delegates and speakers

- Registration fees are set by the Royal College of Pathologist's Chief Executive and Treasurer. Fees are likely to increase each year.

#### 2012 One-day fees

The fees for **one-day** meetings in 2012 are:

- Non-Members £265
- Members £215
- Concessions £138

Early bookings (bookings made a month prior to the event) or online bookings

- Non-members £245
- Members £195
- Concessions £98

Two-day or reduced fees will need to be agreed prior to publication of event

- If a company can be sourced to fund bursaries this can also be organised. Each applicant must submit an application on why they should be awarded the bursary.
- If sponsorship is secured prior to the event at a high enough level, then we can reduce the registration fees, but this will need to be approved by the College Treasurer prior to the programme being advertised.
- All registrations come direct to the College and are dealt with by the Events Department
- Registrations can be made via a standard application form (available from *The Bulletin or downloadable version online*) or by post on request, online at the College website or via the telephone.
- A receipt is issued once payment has been processed.
- 5 weeks prior to the meeting, all speakers will be contacted who have not submitted an abstract to confirm submission for the delegate pack.

- 2 weeks prior to the meeting, all registered delegates will be sent the final details for the event. This will include:
  - Final programme
  - Map to the venue
  - Hotel information
- At this time, the speakers will also be sent final details which will include:
  - Final programme
  - Map of venue
  - Confirmation of hotel booking (if any)
  - Expense claim form

### **Expenses -\*\*Important\*\***

The College will cover all reasonable expenses incurred. An expenses form will be issued and should be returned to the College for re-imburement. All speakers/chairmen/organisers should refer to Appendix 2: College Expenses Policy and abide by the requests set within it. Funding/Sponsorship should be confirmed for Non-European speakers. We would also advise Non-European speakers to clarify the advertised flight charges prior to booking.

All claims must be submitted within three months of the expenditure being incurred.

**Consideration must be given to using the most cost-effective method of travel. As the College is a charity, claimants are encouraged to keep expenses to a minimum.**

Updated 10/06/2011