



## INVITED GUEST SPEAKER

### BENEFITS & INFORMATION

Invited Guest Speakers at the Annual Scientific Meeting are entitled to the following benefits :

- Complimentary registration for any day that the speaker is delivering a lecture at the conference (see Note 3).
- Should the speaker also act as a member of faculty in a 'practical training session' in addition to delivering a lecture that day; the speaker will be entitled to request a further day's complimentary registration.
- The Society offers the option of complimentary accommodation in the 'BMUS preferred hotel' for any evening **prior** to the day of working (see Note 7 & 8).
- The Society also offers the option to attend the other days of the conference at the highly discounted rate of £75 per day (this can be booked at the same time as reservations are made for accommodation or the Gala Dinner – see Note 7).
- Re-imbusement of return economy travel to the conference from the speaker's home address (see Note 9).

## **NOTES :**

### **Invitation**

1. An e-mail from the BMUS events team confirming the speaker's attendance at the meeting will be sent once the details have been passed to the BMUS office by the Stream Organiser. A electronic form will be enclosed with this e-mail requesting their preferred contact details and some further information.
2. Using the information provided on the form, the formal letter of invitation for the speaker's attendance will be sent at the end of September from the Event Organiser; this will confirm the title, time and length of the presentation.

### **Registration**

3. In the early stages of organisation for the conference the speaker will only be registered for any day(s) they are working; an e-mail to this effect will be automatically generated by the BMUS registration system after the office have entered their details into system once the preferred contact details have been received.

A booking form for accommodation, additional days and to attend the Gala Dinner will be enclosed with this e-mail.

Please note requests for additional attendance will be confirmed by e-mail with any other arrangements i.e accommodation at a later time.

### **Lecture / Presentation**

4. An abstract or descriptive paragraph for the speaker's lecture should be submitted via the details provided with either of the e-mail mentioned in Note 1.

5. Should the speaker wish to include 'live-scanning' in their presentation, the Society makes a provision in one of the lecture halls for this purpose. The speaker / stream organiser will be required to make this intention known to the Event Organiser at the earliest opportunity in order that the request can be accommodated. Please note the final decision whether this can be provided for the lecture rests with the Scientific Organising Chair.
6. Details will be sent 4 weeks prior to the conference providing information on how to upload each presentation to the AV team in readiness for the day. A speaker preview area is provided at the venue with support provided by the AV team.

### **Booking Accommodation / Additional Days / Gala Dinner**

7. As previously stated the formal letter of invitation for attendance will be sent at the end of September from the Event Organiser outlining the title, time & length of your lecture.
8. All accommodation requirements and additional attendance days must be booked using the form sent with the earlier e-mail, the form should be returned by the closing date on the form. Late notification of accommodation requirements may mean that we are not able to meet your request.

Additional accommodation for other evenings may also be added to the accommodation booking, this accommodation will require to be settled directly with the hotel on departure.

For those that prefer to book their own accommodation, this must be communicated to the Event Organiser. Any reimbursement of this accommodation will not exceed the level

charged by the 'BMUS preferred hotel'. Information can be obtained from the Event Organiser in this respect.

### **Travel**

9. The Society does not support first class or business travel. All fares should be booked at **economy** rates and booked in **advance** in order to obtain the best fares. On the day travel purchases are strongly discouraged and may result in the full fare not being re-imbursed.

### **Catering / Subsistence**

10. Refreshments and a hot lunch will be provided at the conference each day.

Please note BMUS does not support subsistence payments in respect of meals taken at any other time.

### **Queries / Further Information**

11. The Event Organiser for the 2022 Annual Scientific Meeting is Emma Tucker, should you have any questions you can contact Emma on [emma@bmus.org](mailto:emma@bmus.org) or 020 7636 3714 option 2.