BSS 2021

25-26.11.2021

SURGEONS QUARTER
EDINBURGH

British Scoliosis Society

SPONSORS INFORMATION PACK

WELCOME LETTER TO THE SPONSORS

BSS 2021 - The 44th Annual Meeting of the British Scoliosis Society (our favourite Scientific Society) will take place at the Royal College of Surgeons in Edinburgh on the 25th and the 26th November, 2021.

The meeting will be preceded by a very informative Educational Day that always attracts high attendance by Senior Trainees and Consultants and where the distinguished faculty has the opportunity to share their experience in topics of major interest within our specialty. From personal past experience over several years, I can testify that this is a day that allows all participants at any level of expertise to enrich their knowledge and develop new ideas that can be transferred in their clinical and academic practice.

The main part of the Meeting is run over two days in conjunction with NeuroMonitoring UK, the National Paediatric Spinal Anaesthetist Network and the national group of our Spinal Liaison Nurses, Spinal Physiotherapists and Orthotists. We strongly encourage close collaboration with our Anaesthetic Colleagues and Allied Health Professionals who will be running their own sessions but who will also join us for combined discussions that can enhance improvements in patient care.

We expect around 200 participants who are directly involved in the care of paediatric and adult patients with spinal deformities to attend and actively participate in our meeting. Among them, we have a number of distinguished National and International Guests who will provide their expert opinion and personal experience in a range of very interesting and debated topics.

Our Meeting creates the ideal platform that promotes direct cooperation between Clinicians and our Industry Colleagues who have a vital role in the delivery of care to our patients. It is small enough to allow direct interaction between our two groups but also sufficiently big to offer the opportunity for our Spinal Implant and other relevant Companies to present their products and attract participants' interest. Continuous advancements in spinal instrumentation and relevant techniques have improved considerably our ability to treat a range of spinal pathologies in an effective way. I have always seen this relationship as a close partnership where our Industry Colleagues at a national and local level are part of our integral teams that can secure delivery of high quality patient care with the aim to constantly improve our clinical outcomes while reducing complications.

We are extremely honoured and very pleased to have this opportunity to welcome you all in our beautiful city of light and medical innovation. We can assure you that you will enjoy the scientific and social aspects of our meeting as much as we highly value your contribution to the success of our educational and clinical activities. On behalf of the organising committee and the BSS Executive I would like to take the opportunity to sincerely thank you for your continuous support to our medical education.

THANOS TSIRIKOS
Consultant Orthopaedic and Spinal Surgeon
Royal Hospital for Children and Young People
BSS 2021 LOCAL HOST

SPONSORSHIP PACKAGES

A limited number of high profile cost effective sponsorship opportunities are available to maximise your corporate profile at this event. Sponsorship of this focused event allows you exclusive access to a highly targeted and specialised audience.

PACKAGE	PRICE	INCLUSIONS
GOLD 1 AVAILABLE	**£15,000+VAT**	**5m x 3m Stand Space** **Inside Front/Back Full Page Colour Advertisement in the Programme** **2 x Flyer Inserts into the Delegate bags** **5 x Conference and Exhibitor Passes** **5 x Conference Dinner Tickets** **Logo and Hyperlink on the Registration Website** **Sponsorship of Delegate Name Badges** **Company logo and Bio printed in the Conference Programme**
SILVER 5 AVAILABLE	**£10,000+VAT**	5m x 2m Stand Space Full Page Colour Advert in the Programme (random location) 1 x Flyer Inserts into the Delegate bags 4 x Conference and Exhibitor Passes 4 x Conference Dinner Tickets Logo and Hyperlink on the Registration Website Company Logo and Bio printed in the Conference Programme
BRONZE 4 AVAILABLE	**£7,000+VAT**	3m x 2m Space Only or Table Top Space Half Page Colour Advert in the programme (random location) 1 x Flyer Insert into the Delegate bags 3 x Conference and Exhibitor Passes 3 x Conference Dinner Tickets Logo on the Registration Website Company Logo and Bio printed in the Conference Programme
STAND SPACE ONLY 8 AVAILABLE	**£2,700+VAT**	2m x 2m Table Top Space

EXTRA SPONSORSHIP OPPORTUNITIES

CONFERENCE EVENT APP

£4,000 + VAT*

Headline Sponsor of the Conference Event App

> The Delegates #1 resource for staying updated and involved interactively
> New media rich way to get in front of all attendees across various platforms
> Extends reach/exposure and drives online and physical traffic
> Attendees will refer to the event app for session details, speaker biographies and much more. You will get exposure every time attendees check out the mobile event guide
> Increases exposure and associate sponsor logos with an attendees' event information making for a more personal level of engagement.

As the main sponsor you will get to work with the event team to personalise the app with your individual company branding throughout the app such as a banner, splash screen, a unique branded icon with a link through to a document of your choice and link to your company website.

AN ADDITIONAL OPPORTUNITY TO ALL SPONSORS

£500 + VAT*

Full Conference listing on event app with a web link through to your company website.

DELEGATE BAGS

£3,000+VAT*

> Environmentally friendly delegate bags carrying the BSS 2021 logo and sponsors logo (Art work to be provided by the sponsor)
> Bags will contain all other documentation and inserted flyers
> Bags will be given to all delegates

Note: The ordering and co-ordination of contents or bags will be carried out by the event manager, unless previously arranged.

SUPPLY OF BRANDED STATIONERY

£350 + VAT*

Sponsors are sought for the supply of pens and notepads for inclusion in the delegate bags. Supply of the appropriate materials will need to be available and sent to the event organisers office.

SPONSORED SYMPOSIA

£1,750 + VAT*

(2 sessions available - 2 x lunch)

This consists of a 45 minute session where the delegates will bring their lunch and listen to a lecture on the chosen subject of the guest speaker provided by the sponsoring company. This rate includes room hire, use of presentation equipment, signage and an A4 advert in the delegate information, as well as complimentary registration for the invited speaker.

INSERTION OF LEAFLETS INTO DELEGATE BAGS

£500 + VAT*

Approximately 200 leaflets no larger than A4 size to be produced and sent to the event organisers for inserting into bags. Please consider the affect on the environment your promotional material may have when planning its production.

ADDITIONAL EXHIBITOR BADGES

Please note that two stand passes are included with the Bronze and Stand Only Packages. Other packages have separate inclusions, please see previous page for clarification.

All passes must be pre-booked and named and collected from the registration desk. They do NOT entitle exhibitors entry into the conference presentations.

They do however allow the exhibitor to have tea/coffee and lunch at the appropriate times with delegates.

Should you require additional passes, these can be ordered at a cost of £99 + VAT for the full two days.

ADVERTISE IN THE CONFERENCE PROGRAMME

The conference programme is a high quality, glossy publication supplied to every delegate in the delegate bag.

A number of advertising opportunities exist:

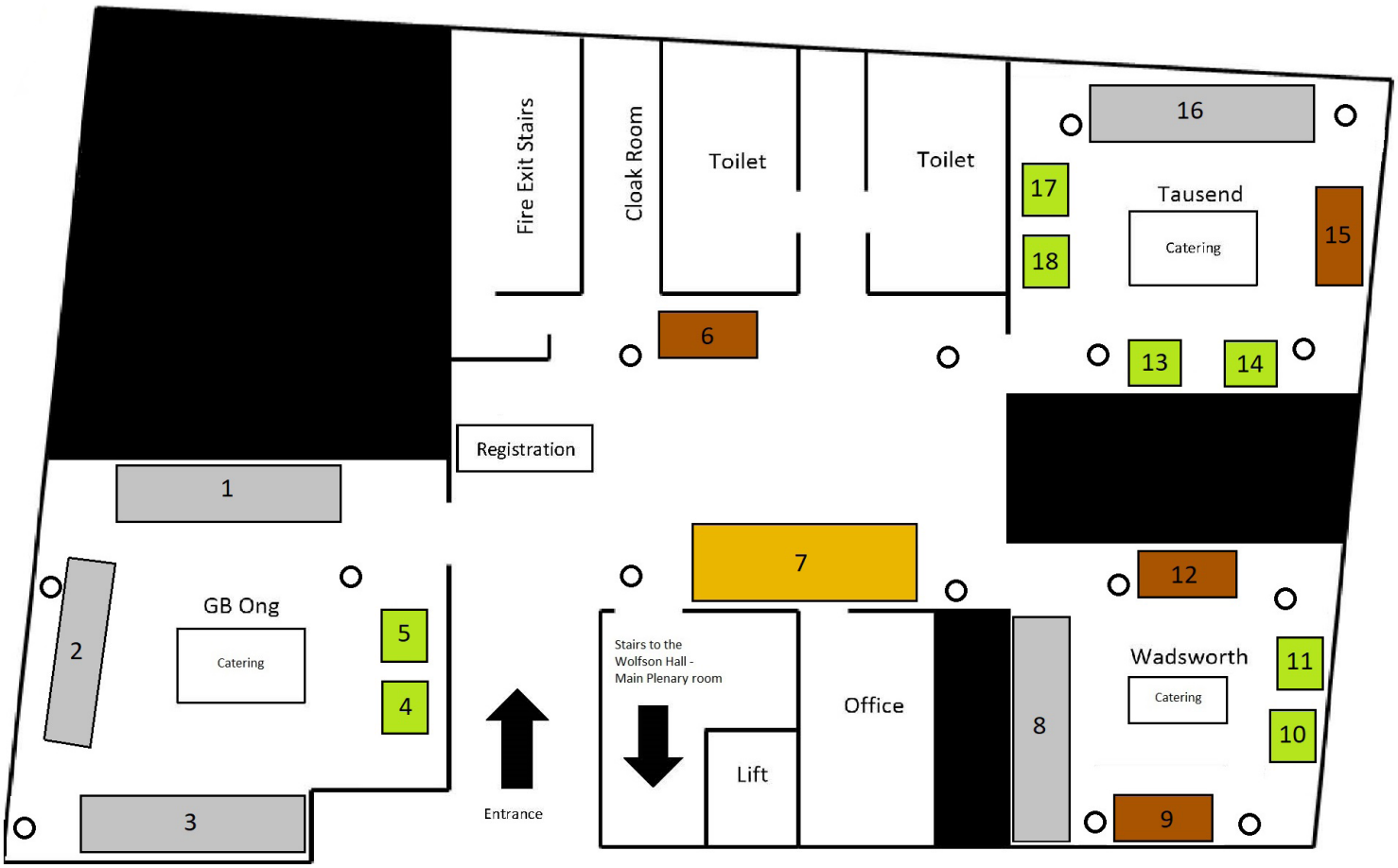
> Full page colour advert	**£1,000 + VAT***
> Half page colour advert	**£500 + VAT***
> Full page black + white advert	**£500 + VAT***
> Half page black + white advert	**£300 + VAT***

All adverts must be emailed to bss@archer-yates.co.uk by 20th September 2021. The format for all adverts will be emailed upon purchase.

*All VAT will be charged at the prevailing rate

FLOOR PLAN

QUINCENTENARY BUILDING, SURGEONS QUARTER



Layout is an approximate guide only (not drawn to scale), and is subject to change/updates.

Final layout is TBC

The Quincentary Building - Ground Floor Registration, Exhibition & Catering

- **Gold 5x3**
- **Silver 5x2**
- **Bronze 3x2**
- **Table Top 2x2**
- **Pillars**

GENERAL INFORMATION

EVENT MANAGERS

Archer Yates Associates Ltd
7 Threshers Yard, West Street
Kingham, Oxfordshire OX7 6YF
Telephone: +44 (0)1608 659900
Email: bss@archer-yates.co.uk

CONFERENCE VENUE

Surgeons Quarter
Nicolson Street
Edinburgh
EH8 9DW

CONTACTS

Website: www.ukssb.com
Email: bss@archer-yates.co.uk
Website: www.britscoliosissoc.org.uk

USEFUL INFORMATION

http://www.visitingedinburgh.com/

HOTEL ACCOMMODATION

Special rates have been arranged at various hotels in Edinburgh. These must be booked via the event managers. Please contact us to check availability.

LANGUAGE/SPECIAL NEEDS/ DIETARY REQUIREMENTS

If you have any special needs or dietary requirements please contact the event managers prior to the event.

BOOKING FORM FOR BSS 2021

PLEASE NOTE THAT ALL ACKNOWLEDGMENTS OF YOUR COMPANY WILL BE GENERATED FROM THE FOLLOWING INFORMATION:

Company name: .....

Contact name: .....

Address: .....

..... Postcode: .....

Telephone: .....

Email: .....

Website address for hyperlinks: .....

VAT number: .....

Contact telephone number, if different from above: .....

Onsite contact name, email and telephone number: .....

PLEASE SELECT YOUR SPONSORSHIP PACKAGES BY TICKING THE REQUIRED BOXES BELOW. PLEASE NOTE ALL PRICES ARE EXCLUSIVE OF VAT.

- ☐ Gold Package £15,000+VAT
- ☐ Silver Package £10,000+VAT
- ☐ Bronze Package £7,000+VAT
- ☐ Stand space only £2,700+VAT

Please enter your preferred stand position ..... Second choice .....

Stands will be allocated on a first come first served basis.

Extra passes are charged at £99 + VAT per pass.

Extra Conference & Exhibitor Passes are charged at £200 + VAT per pass.

PLEASE SELECT ANY ADDITIONAL SPONSORSHIP ITEMS BY TICKING THE REQUIRED BOXES BELOW:

All of the below is available on a first come first served basis.

- ☐ Full Page Black and White Advert A4 £500+VAT
- ☐ Half Page Black and White Advert A4 £300+VAT
- ☐ Full Page Colour Advert £1,000+VAT
- ☐ Half Page Colour Advert £500+VAT
- ☐ Branded Pens £350+VAT (Sponsor to provide 200 branded pens)
- ☐ Leaflets £500+VAT (Sponsor to provide 200 leaflets)
- ☐ Delegate Bags £3,000+VAT (AYA to source, price includes one colour company logo)
- ☐ Sponsored Symposia £1,750+VAT
- ☐ Headline Sponsor of the Conference Event App £4,000+VAT
- ☐ Listing on Conference Event App £500+VAT
- ☐ Please contact me to discuss other opportunities

Archer Yates will need a high-res (print ready) version of your company logo and advert if applicable in jpeg or eps format. Please email this to bss@archer-yates.co.uk once your sponsorship booking has been confirmed.

An invoice will be issued upon receipt of this form. If you require a Purchase Order number to be stated on the invoice, please let us know when you return the booking form. Payment terms are 30 days from date of the invoice. Please complete this page and read and sign the Terms and Conditions on the next page, and return both pages to bss@archer-yates.co.uk

TERMS AND CONDITIONS

CONDITIONS

The event managers and BSS are responsible for the event. The sponsors and exhibitors are responsible for the control and supervision of their own stands. The event organiser's decision is final and decisive on any points not covered within the pack. Any decisions made will be in the interest of the event and all parties as a whole.

EXHIBITORS HALL

Exhibition will take place in the Quincentenary Building.

EXHIBITION OPEN TIMES

25th November 09:00am - 5:00pm

26th November 09:00am - 2:00pm

Please note timings are subject to change.

EXHIBITOR REGISTRATION

All exhibitors must register in advance of the event. Name badges will be prepared for each exhibitor. Exhibitors are required to wear badges at all times. Minimum of two persons per stand, depending on your package, are included in your exhibition package. Additional Passes are charged at £99.00+VAT for the duration of the conference.

STAND HEIGHT

The maximum height for all stands is 2m. Exhibitors are asked to ensure that all stands/displays are stable and safe at all times.

STAND DETAILS

Please be aware that unless stated otherwise, stands consist of one table (approx.length 2.4m) and two chairs. If you require further equipment or exhibition services, please contact the event managers prior to the event who can advise of a supplier.

RISK ASSESSMENT & HEALTH & SAFETY

The risk assessment shall cover the exhibition stand, work activities and any equipment that will be demonstrated on-site. An assessment of risk is a careful examination of all work associated activities that could cause harm to people. Hazard means anything that could cause harm (e.g. chemicals, electricity etc), Risk is the chance, great or small or harm caused by the hazard. You must evaluate the hazards and risks and conclude if existing precautions are adequate or further action is necessary. More information can be found in the relevant HSE publication entitled, Management of Health and Safety at Work; Approved Code of Practice and Essentials of Health and Safety. Further information is available from http://www.hse.gov.uk/risk/

If you require further information or assistance with this procedure please contact the event organisers. Risk and health and safety assessments should be completed of your exhibition stand and surrounding area, and should be made available upon request.

NOTE

All data given in relation to BSS 2021 and your sponsorship package, will be held in compliance with GDPR regulations.

TERMS AND CONDITIONS (CONTINUED)

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CANCELLATION POLICY

Cancellations can only be accepted in writing. In the unfortunate event of cancellation the following will apply:

> 10% of the total invoice cost will be retained if the cancellation is made 6 calendar months or more before the start date of the event

> 50% of the total invoice cost will be retained if the cancellation is made 3-6 calendar months before the start date of the event

> 100% of the total invoice cost will be retained if the cancellation is made 3 calendar months or less, prior to the start of the event

If the event managers are able to re-sell the package a refund will be given less an administration fee of 15% of the total original invoice amount.

INSURANCE

We recommend sponsors and exhibitors have appropriate insurance and are able to provide the event organisers with a copy of this policy if required. All risks on loss or damage, transit risks, public liability and property including fixtures and fittings and property of a personal nature should be covered by your event insurance.

Please note the event managers and venue are unable accept responsibility for any of the above mentioned. Full insurance can be organised from 'Event Insurance Services' at www.events-insurance.co.uk (Please quote AYA when making enquiries.)

FIRE PRECAUTIONS

All material used in construction work, display materials etc must be effectively fire proofed and made of non-flammable products in accordance with the standards of the appropriate authority. Fire precautions, regulations and extinguishers will be provided by the venue.

PAYMENT TERMS

To sponsor or exhibit at this event please complete the forms on pages 7 and 9 of this document and return to the event manager. An invoice will be sent along with confirmation of your allocated stand number (if applicable).

Payment terms: 30 days after invoice date

Bookings made after 26th October 2021 will require payment before the booking is confirmed.

Payment can be made by bank transfer to::

> Natwest Bank,
23 High St, Witney,
Oxfordshire OX28 6HU.
Sort Code: 52-21-31
Account Number: 16542894
Reference: BSS 2021 and your company name

SIGNED:..... **NAME:**.....

POSITION:..... **DATE:**.....

DELIVERY LABEL

SURGEONS QUARTER, NICOLSON STREET, EDINBURGH EH8 9DW

Event Name: BSS 2021
Receiver:
Exhibition Set Up Date: 24th November 2021
Event Date: 25th - 26th November 2021
Meeting Room:
Number of Boxes:
Sender Contact Name & Phone Number:

COLLECTION LABEL

Event Finish Date: 26th November 2021
Event Name: BSS 2021
Meeting Room for Exhibition:
Number of Boxes:
Courier Company:
Contact Name and Number:
Collection Date:
Destination:
Receiver Contact Name & Phone Number: