



BRITISH SOCIETY for GYNAECOLOGICAL ENDOSCOPY

BSGE ANNUAL SCIENTIFIC MEETING GUIDELINES

Please provide the name of the Local Organising Committee and chairman for the ASM to:

Mr Mark Whittaker, BSGE Honorary Secretary- drmarkwhittaker@googlemail.com

Mr Ertan Saridogan, BSGE Meetings Convenor- ertan.saridogan@gmail.com and

Atia Khan, BSGE Secretariat - bsge@rcog.org.uk

Organising a BSGE ASM is a considerable amount of work and only succeeds with good planning and preparation. Current meetings are attracting up to 300 delegates and approximately 100 sponsor personnel, so these are large meetings. The first step is to establish the Local Organising Committee (LOC) and develop a timetable for all the time sensitive actions (bookings and reservations).

There is a great deal of expertise available from the BSGE Secretariat and the previous conference LOC chair and you will work closely with the newly appointed 'BSGE meetings Convenor'. We recommend you make regular contact with the previous LOC chair to get guidance and advice from recent experience. Many documents can be recycled from the previous conference or used as templates for your own. The reputation of the BSGE rests partly on the success of the ASM, so there is a lot of responsibility on the LOC. However the BSGE officers, meetings convenor, Secretariat and previous LOC are there to help. Thank you for taking this on and good luck.

Organising Committee

1. Decide upon a local organising committee chairman. LOC Chairman will become co-opted member of the BSGE Council and will be requested to attend BSGE Council meetings to report and update Council members with issues around the ASM.
2. Develop a local organising committee. They should all be members of the BSGE.

Date

1. Choose a date that is in April/May avoiding Easter and preferably not in school holidays.

Venue

1. Choose the venue in advance and make a provisional booking 12 to 18 months beforehand.
2. Ensure venue is available day before the ASM for industry to set up in advance.
3. Identify the dates for making final arrangements and obtain a contract in writing. This needs to be agreed by the BSGE Treasurer before signing.

4. Identify how many function rooms are available. One main room and a second room for the nurse's conference plus rooms for breakout sessions or parallel session like 'Meet the Expert' sessions. All rooms need to be suitable for showing video presentations.
5. Refreshments must be served in the industry exhibition area, which should have easy access from the meeting rooms and is large enough for 20-25 sponsors for siting their stands. Stand sizes are shown below:
 - Bronze sponsors need 1.5m x 2m
 - Silver sponsors need 2m x 2m
 - Gold sponsors need 4m x 2m
 - Platinum sponsors need 5m x 2m
6. Establish and confirm sponsorship numbers and amount with BSGE Council.
7. Decide on fees according to the cost of the venue and confirm with Council. Fee structure will be advised but will be different for members and non-members, for trainees and consultants, and for nurses. In addition there will be an early bird rate and a late booking rate. This makes budgeting more complex, but experience from previous ASM's will be available. Include a day delegate rate.
8. Establish a budget spread sheet from the outset with all expected income and expenditure. This must be updated as the exact costs become clearer and show the active balance at all times. A suitable exemplar spread sheet is included. This includes previous delegate numbers and fees plus named sponsors; for reference.
9. All Catering during the conference should be included in registration fee and be agreed with conference venue.
10. Where will the posters be displayed? Preferably in the same room as the refreshments, along with the Industry stands, so that those attending the meeting are encouraged to view them.
11. Industry sponsors have commented on footfall on their stands and request that breaks are long enough to allow many people a chance to spend time in the exhibition area. Please ensure breaks are long enough to achieve this. There may be other imaginative solutions; such as having repeater screen in the exhibition hall so delegates can see the conference and the exhibits simultaneously.

Technical Support

1. Ensure that audio visual and other technical support is arranged, has a clear agreed budget and is reliable and suitable for the demands of the meeting. Main conference will require a permanent technical presence, with secondary personnel for the nurse's conference and break out rooms.

BSGE Dinner

1. Make arrangements for the BSGE Council meeting to be accommodated alongside the meeting (usually the night before) followed by a venue for a council dinner.
2. A Gala dinner for the main conference is very popular and should be organised for the end of the first conference day after the AGM.

3. Will it be at the same venue? If so, ensure there is time from the end of the AGM for the room to be set up for the dinner if the same room is to be used.
4. Establish a clear budget for the gala dinner, food, drink, entertainment, transport decorations etc. It is best to charge a nominal sum (£30/head) for dinner so delegates do attend. Decide if there is room for partners or not, and don't forget platinum and gold sponsors have tickets included in their sponsorship packages.

Accommodation

The BSGE may not need to be involved in the arrangement of accommodation if the meeting is taking place in a town centre where there are a number of accommodation options. However, involvement may be inevitable if the meeting is outside a town centre, or the contract with the venue includes room deal. In any case, the organisers will need to arrange the accommodation of international invited speakers.

1. What are the options for accommodation at the ASM venue and the surrounding area?
2. Provisionally book some rooms after discussion with the BSGE secretariat.
3. Establish a conference accommodation deal with the venue and try and keep costs in line with reimbursement limits for most Trusts.
4. The BSGE will need to reserve some rooms for council members and invited speakers, plus platinum speakers, so liaise with the secretariat regarding these numbers.
5. The accommodation will need to be clearly advertised on the BSGE website and easily accessible to delegates, so collating all the details and costs will be needed as soon as possible.

ASM Programme

1. Organise a provisional programme and send to the Honorary Secretary and BSGE Meetings Convenor. The provisional programme should ideally be completed and presented to the BSGE Council at its late November/early December meeting. The programme and registration details should ideally be made public by 24 December of the previous year.
2. Decide upon a theme for the meeting, with a catchy title. This is not essential, but a good idea.
3. Prepare a flier to advertise the meeting. If not, do you wish Atia to prepare one? It need only be simple and not an elaborate affair. This should ideally be available at the previous ASM and should be given to the delegates of the joint BSGE/RCOG ATSM meetings on Laparoscopy and Hysteroscopy.
4. Alec Turnbull Lecturer. Lecturer to be decided by the BSGE Council, but a time for the lecture must be identified within the programme. BSGE covers Alec Turnbull lecturer's travel and accommodation for maximum two nights.

5. If the Alec Turnbull lecturer is to participate in the workshop and is an eminent speaker from abroad, consideration should be given to sharing the costs of the flight and hotel between the BSGE and the Workshop organisers. Any agreement must be made in advance of the speaker being invited.
6. AGM- Time for this must be allocated at the end of the first day, allowing time for the room to be cleared and prepared for the dinner, if it is to be in the same room.

Sponsors

1. The BSGE secretariat will provide a template sponsors letter, which will be agreed with the industry relations portfolio lead. This will be distributed by the BSGE secretariat after agreement by the LOC chair, the officers and the industry relations lead.

Speakers

1. Plenary speakers who are members of the society are waived their registration fee for the ASM but we do not pay for travel and accommodation and request that speakers apply for study leave from their trust in the usual way.
2. Overseas speakers receive waiver for registration and their travel and reasonable accommodation. This is a considerable cost to the budget and all such speakers must be agreed by the BSGE Treasurer, or President.

Abstract submission

1. Abstract submission will be online through the website. Include these costs in your working budget.
2. Determine a date for abstract submission in discussion with the BSGE Secretariat.
3. Have a team (Scientific Committee) prepared, which is to include BSGE Officers, to assess the abstracts. There is a fairly simple abstract scoring sheet to send out to reviewers. Generally, those that are not suitable for an oral presentation can be presented as a poster, unless the abstract is very poor. As only registered delegates can present, remember all accepted submissions will lead to at least one delegate registration.
4. Allocate each poster a number, which is to be used for hanging them at the ASM; this will help with assessing the posters at the time of the meeting.

Judging presentations

1. The LOC need to organise three named judges for the various competition prizes. There are three cash awards (Bronze, Silver and Gold) for the best presentations in the following categories:
 - Oral Presentation
 - Video presentation
 - Poster
 - Video poster

Each category needs three judges; a score sheet is available from the BSGE Secretariat.

2. In addition for the last two ASM's one of the Sponsors has provided the 'Golden Telescope award' for the best video presentation and this has been offered again for the 2017 ASM.

Pre-meeting Workshop

1. Plan for a workshop the day prior to the ASM.
2. Show a draft programme to the BSGE Council
3. Determine your charges for the day, the finances of the workshop and ASM are completely separate and the workshop income is left to the local organisers.
4. Decide upon a venue.
5. Decide who will be the organiser. Need not be the same person as the ASM, often easier to delegate the task to another.
6. The BSGE is keen to promote HOT sessions (Validated box trainer training and assessment) and these should be included in any pre-congress workshops.