GENERAL INFORMATION

Dates
2-5 December 2019

Participants
Over 1,200 attendees are expected

Delegate Accreditation
Scientists, Clinical Immunologists and Researchers

Congress Accreditation
The congress will be accredited by the Royal College of Pathologists, The Institute of Biomedical Science (IBMS) and The Society of Biology

Congress Contacts
BSI Office
British Society for Immunology
34 Red Lion Square, London, WC1R 4SG
Registered charity 1043255 and registered in England and Wales as company 3005933
www.immunology.org
Jane Sessenwein
Head of Conferences and Events
Email: j.sessenwein@immunology.org
Tel: +44 (0) 203 019 5919

Profile of Attendance
The BSI 2019 Congress is expected to attract attendees from all sectors of the immunological community – scientists, researchers and clinical Immunologists.
Congress venue

BSI Congress 2019 will be held at the ACC Liverpool, an outstanding conference venue on Liverpool’s iconic, UNESCO world-heritage waterfront.

Liverpool itself is a modern, vibrant city, proud of its rich heritage and world trade roots, famous for its friendly people, and known worldwide for football and of course the Beatles. There are a whole host of things to see and do and everyone enjoys a spectacular riverside setting. Only by visiting can you fully appreciate how much this wonderful place has to offer.

Scientific Programme

The BSI Congress is the most important gathering of the UK Immunology community, which attracts distinguished speakers from both the UK and overseas. BSI Congress 2019 will cover all aspects of Immunology and will showcase new developments.

Supporting Sessions and Industry Satellite Symposia

A range of sessions are available for industry support. Please refer to the sponsorship section for details of the opportunities to run a satellite symposium or support a plenary or parallel session which falls within the Scientific Programme.

Social Media

The congress is active on Twitter, Facebook, and LinkedIn. Please join our sites for the latest event information.

Marketing and Promotion

Exhibitors and Sponsors will enjoy heightened brand awareness by being connected to the congress and having access to over 1000 delegates over the course of the four-day programme. Coverage and advertising will be included on the congress website.

EXHIBITION

Location

The exhibition will take place in Hall 2 located on the lower level at the ACC Liverpool; this will form the hub of the congress and will provide an excellent opportunity for delegates to interact with industry and to familiarise themselves with the latest advances in research and technology.

Our delegates increasingly welcome the opportunity to tap into the expertise provided by exhibitors to answer questions and provide hands-on product demonstrations in this rapidly changing field. In addition to the commercial exhibits, lunch will be served daily in this area, as well as all refreshment breaks.

Networking Opportunities within the Exhibition Hall

- All refreshment breaks and lunch each day
- Evening poster sessions

Additional sponsorship opportunities related to Congress Social functions

- Congress Party
- Speakers Dinner
EXHIBITION SPACE

The charge per square metre for space/stand rental is £575 + VAT

The stand fee is inclusive of the following items:

- Listing as an exhibitor on the website prior to the congress with a link to your company website
- 100-word company/product profile in the printed Programme
- Company name on exhibition signage during the congress
- Exhibitor name badges for two persons per 6 square metres. Badge allows access to scientific sessions and catering functions included with congress registration.
- Shell scheme frame, basic lighting and power
- One table and two chairs (applies to shell scheme only)
- Fascia panel with standard lettering (applies to shell scheme only)
- Daily cleaning of public areas and gangways
- Participation in Passport for Prizes (see below)

Exhibition space will be assigned on a “first-come, first-served” basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of receipt of payment.

Participation in Passport to Prizes

The popular passport competition will be held once again over the three days of the exhibition to boost traffic throughout the exhibition. As was the case in past competitions, we are encouraging all exhibitors to contribute prizes to the passport competition. Every exhibitor will be able to draw the winner of their prize. This year participation is included for all exhibitors.

APPLICATION TO EXHIBIT

To apply for exhibition space, please complete the Exhibition Booking Form and email to congress@immunology.org. Upon receipt of the booking form, space will be assigned on a first come, first serve basis.

Technical Manual

A technical manual giving further general and technical information, advice and full details about the exhibition, venue and ancillary services available to exhibitors will be circulated in the months prior to Congress.

Exhibition Terms and Conditions

The terms and conditions of exhibiting are included with the prospectus. Please note that signing the exhibition booking form indicates acceptance of these terms and conditions.
SPONSORSHIP

Sponsorship Benefits and Acknowledgements
Our sponsors are an integral part of Congress and we want to ensure that you receive the highest recognition in return for your generous support.

General benefits will include:
- Acknowledgement on the congress website (according to sponsorship level)
- Acknowledgement in promotional materials (according to sponsorship level)
- Company profile online and on the Congress mobile App
- Company logo on sponsors’ acknowledgement boards, which will be prominently displayed throughout the congress venue
- Acknowledgement with company logo in the Programme
- Company name and logo on sponsored item(s), if applicable
- Congress registration (Gold: 5 / Silver: 3 / Bronze: 1)

Sponsors will be given a sponsorship category status according to the total amount of support (symposia, advertisements, etc.) and exhibition space booked.

Category Status will be allocated as follows:

- **GOLD SPONSOR**
  - Total contribution from £15,000 and above

- **SILVER SPONSOR**
  - Total contribution from £10,000 and above

- **BRONZE SPONSOR**
  - Total contribution from £7,000 and above

All prices are exclusive of VAT
In addition to the items listed overleaf, we will be delighted to tailor a package that will best suit your needs and meet your objectives.
SPONSORSHIP ITEMS

All prices are exclusive of VAT

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<tr>
<th>Satellite Symposium</th>
<th>£ 10,000</th>
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<td></td>
<td>Sponsors will have the opportunity to hold a 45-minute parallel satellite symposium. Rooms and time slots will be allocated on a first come first served basis. Price includes hall rental, standard stage set-up and audio-visual equipment, including technical support, use of Speaker Preview Room, promotion in the delegate programme and Congress App. Sponsors may produce one poster per session and display it throughout the Congress venue on the day of the satellite symposium or the day prior if it is an early morning symposium. Any service not listed above is not included in the fee. Satellite symposium - 45 minutes* including hire of standard stage set AV equipment, and staff to assist session • Hire of standard conference stage set and audio-visual equipment • Complimentary A5 insert in delegate pack • 3 delegate registrations • Full acknowledgement in conference announcements, website, signage and Congress App. Further details on application.</td>
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<tr>
<th>Product Presentation</th>
<th>£ 2,000</th>
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<tr>
<td>Support of a solely commercial exhibitor presentation at the sponsor's booth space, up to 15 minutes during lunch break, providing exhibitors with the opportunity to show, for instance, a video about their products and/or a scientist selected by the company to give a promotional talk by presenting his/her experience with a specific research tool.</td>
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<tr>
<th>Educational Grant in Support of a Scientific Session Plenary Session</th>
<th>£3,000</th>
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<tr>
<td>Sponsoring companies for satellite symposia and product presentations may select speakers and topics. Programmes are subject to approval by the Congress Committee who act as the scientific committee for Congress.</td>
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<tr>
<th>Scientific Programme Sponsorship Parallel Session:</th>
<th>£1,500</th>
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<td>This is subject to the agreement of the Congress Committee and the respective speaker. Sponsors will be acknowledged as sponsors of a session as follows: “session supported by an Educational Grant from...” slide at the beginning and end of the lecture and in the delegate programme (printed, online and on the congress App) plus all the general benefits and acknowledgements to sponsors.</td>
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| The sponsoring company, in addition to the sponsorship fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. Catering expenses for breakfast sessions are not included. |
ON-SITE ITEMS

Delegate Badge Lanyards (Supplied by sponsor) £7,500
Sponsors will have the opportunity to provide lanyards displaying their name and corporate logo which will be distributed to delegates with their name badges.

Delegate bags (Supplied by sponsor) £7,500
Sponsors will have the opportunity to provide delegate bags displaying their name and corporate logo which will be distributed to delegates upon registration.
Design must be submitted to the Congress Organisers for approval prior to print.

Delegate bag insert (Supplied by sponsor) £1,750
Sponsors will have the opportunity to include an insert in the delegate bags.
Design must be submitted to the Congress Organisers for approval prior to print.

Notepads and pens (Supplied by sponsor) £3,000
Notepads and pens to be distributed to all attendees. Design must be submitted to Congress Organisers for approval prior to production and print.

PRINT AND PROMOTION

Printed Programme £5,000
The printed Programme will be distributed to all delegates on site. The sponsor will have a full back page advertisement.

Advertisement in the Printed Programme
- Inside Front Cover (full page only) £2,500
- Inside Back Cover (full page only) £2,000
- Inside page £1,500
SOCIAL NETWORKING EVENTS

The social programme forms a core part of the Congress with each event attracting a large number of attendees.

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<tr>
<th>Event</th>
<th>Sponsorship</th>
<th>Description</th>
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<tr>
<td>Welcome Reception</td>
<td>POA</td>
<td>This is a prime opportunity to raise the profile of your company to the attendees who will naturally want to take advantage of the refreshments and catering available to them between sessions. As a sponsor you will benefit from strong brand visibility to this captive audience. Day catering includes two refreshments breaks, lunch and poster session. It does not include the Speakers Dinner or the Congress Party.</td>
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<td>Daytime Catering</td>
<td>£6,000 per day</td>
<td>This is an opportunity for the sponsor to be associated with a prestigious dinner for the Congress Speakers.</td>
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<td>• Sponsor's logo printed on function invitation and menu</td>
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<td>• Sponsor's logo on sign at the entrance to the event</td>
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<td>• Sponsor will have the opportunity to distribute giveaways</td>
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<td>• 6 invitations to the Speakers' Dinner</td>
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<td>Poster Sessions</td>
<td>£3,000 per session</td>
<td>There are two poster sessions during Congress, one on Day 2 and one on Day 3. Each session is available to sponsor unless otherwise secured by day catering sponsorship.</td>
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<tr>
<td>Congress Party</td>
<td>POA</td>
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## WEBSITE AND MOBILE APP

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<th><strong>App sponsorship / Banner on the App</strong></th>
<th><strong>£ 6,000</strong></th>
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<tr>
<td>The Congress Mobile App is used by participants to access all congress related information and functions, such as programme, abstracts, speaker information, membership information, industry support, city guides and exhibition. Sponsorship of the App includes welcome splash-screen and content banner, as well as a logo placement on all App promotional adverts and emails.</td>
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<th><strong>Congress website</strong></th>
<th><strong>£3,000</strong></th>
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<td>The sponsor’s logo and website link will appear on the homepage and content of the Congress website, as well as abstract submission and registration pages.</td>
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EXHIBITION AND SPONSORSHIP APPLICATION FORM AND CONTRACT

Please return completed forms to Jane Sessenwein at: j.sessenwein@immunology.org

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<tr>
<th>Contact Name</th>
<th>Company Name</th>
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<th>VAT Number</th>
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Privacy Policy: To provide you with further information about how we collect and use your personal information, you can view our full statement on our website: www.immunology.org/about-us/privacy-policy. The Privacy Policy includes information about: The types of personal information that we hold and the legal basis that we rely on to use this information; Rights which individuals may have in relation to the information we hold about them; How we keep the data secure, where it is kept and how we use it.

We hereby apply to book exhibition space at a cost of £ 575 + VAT per square metre

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<tr>
<th>Space only/ Shell Scheme</th>
<th>No. of Sq Metres</th>
<th>Preferred configuration* (eg 4sqm in length, 3sqm in depth)</th>
<th>Total Stand Price</th>
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The Congress Organisers will make every effort to accommodate your preferred configuration, however it cannot be guaranteed at time of booking.

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<th>Sponsorship item</th>
<th>Price</th>
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Total for Sponsorship

Total Stand and Sponsorship Price

Signature Date

We accept the terms and conditions (listed in this prospectus) and agree to abide by the guidelines for industry participation in the congress. I am authorized to sign this form on behalf of the applicant/company.
TERMS AND CONDITIONS

These terms are the contractual agreement between the BSI Trading Limited and the Exhibiting / Supporting Firm (Exhibitor’s /Supporter’s. Supporters are those companies who have applied for a sponsorship opportunity). BSI Trading Limited is wholly owned by the BSI and will be signing any contractual agreements with regards to the organisation of the BSI 2019 Congress on behalf of the BSI.

Terms of Payment
• Invoice for 100% will be issued on receipt of Application Form and Contract
• All invoices must be settled within 30 days, non-receipt of payments may result in release of reserved items

Cancellation Policy
All cancellations must be made in writing to the BSI Trading Limited and the following cancellation policy will be enforced:
• 10% of the contract price if cancellation is received between 9 and 6 months before the start of the Congress
• 50% of the contract price if cancellation is received between 6 and 3 months before the start of the Congress
• 100% of the contract price if cancellation is received less than 3 months before the start of the Congress

Application to Participate
Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Supporter/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

Obligations and Rights of the Exhibitor/Supporter
Registration implies full acceptance by the Exhibitors/Supporters of the exhibition / support regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Supporter.

By submitting an application to participate, the Exhibitor / Supporter make a final and irrevocable commitment to occupy the space /items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

The Exhibitor/ Supporter may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation and Rights of BSI Trading Limited
The BSI Trading Limited undertakes to allocate exhibition / support items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The BSI Trading Limited reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Supporters. The BSI Trading Limited reserves the right to offer to a different firm any stand, space or support item that has not been occupied by the eve of the opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor / Supporter.

Cancellation
In case of cancellation received (in writing) as per the above policy.

Liability Insurance
The BSI Trading Limited provides general guard service and third party insurance at the Congress site. Equipment and all related display materials installed by Exhibitors / Supporter are not insured by the BSI Trading Limited; and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Supporters. The Exhibitor / Supporter agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the BSI Trading Limited for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

Exhibition Regulations
The Congress Organiser, acting under direction of the Congress committee, has the final decision as to the acceptability of displays, Exhibitors are not to share with others any space allotted to them without prior written consent by the Congress Organiser.

The BSI Trading Limited reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Supporter postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the BSI Trading Limited will not be held liable for expenses incurred
other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and it’s dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the Exhibitor / Supporter fail to make a payment on time, the BSI Trading Limited is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/support items or seek compensation for non-fulfilment of contract.

Participation by Exhibitors/Supporters is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorised on presentation of a badge issued by the BSI Trading Limited. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk.

The BSI Trading Limited ensures daily cleaning of the aisles. Exhibitors/Supporters are responsible for the cleaning of their stands.

The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition, in case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the BSI Trading Limited for prior authorisation.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The BSI Trading Limited will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

**Code of Practice**

It is the Exhibitor's / Supporter's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the Promotion of Medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the BSI Trading Limited to any suits, demands by the Supporter/Exhibitor/any third party.

**Terms and Conditions**

**Exhibition Layout**

The BSI Trading Limited reserve the right to change the exhibition floor layout if necessary. The BSI Trading Limited reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the exhibition and/or stand and the Exhibitor undertakes to agree to any alteration to the site or the space reallocated by the BSI Trading Limited.

**Liability**

The BSI Trading Limited accept no responsibility for any damages if the sponsored event is not performed because of any obstacle or hindrance outside the control of the BSI Trading Limited, which the BSI Trading Limited could not reasonably have foreseen when signing this contract and which the BSI Trading Limited could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

**Codes of Practice for The Marketing of Prescription Medicines**

Please note that it is the sponsor/exhibitor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceutical Industries and Associations) www.efpia.org and IFPMA (International Federation of Pharmaceutical Manufacturers and Associations) www.ifpma.org Code of Practice on the Promotion of Medicines.