



Biochemical Society mission:

To support innovation and the advancement of science through the circulation of knowledge and the sharing of scientific research across the community for the benefit of scientists and science.

In proposing a Biochemical Society event, Programme Coordinators agree to work within the following directions for event implementation.

1. Overview

The Programme Coordinators commit to work with the Biochemical Society to produce the highest quality scientific events programme, aimed at enhancing delegates' knowledge and understanding.

Each event will have between two and four official Programme Coordinators who agree to work to the terms described in this document and to work with the Biochemical Society's Conference Office to meet deadlines and ensure the successful promotion and running of the event.

2. Event considerations

2.1 Budgets

The Biochemical Society will set a fixed budget for the event, taking into account anticipated attendance and sponsorship. **Budgets will be set at breakeven**, based on expected delegate numbers and a maximum of four official Programme Coordinators. The budget will allow for:

- Venue costs (including AV)
- Catering costs
- Marketing costs
- Social events (if applicable)
- Speaker allowance to include:
 - o *Travel and accommodation in line with the Biochemical Society's policy on speaker entitlements and up to a total maximum of £1,800 per full day of science.*

The delegate fee will be decided in line with the above anticipated costs and in keeping with previous fees. In proposing a Biochemical Society event, Programme Coordinators agree to work with the Biochemical Society in accordance with these outlined budgets.

2.2 Faculty specifications

Each event will have a total budget for travel and accommodation. Total budgets are set based on a recommended total number of 5 invited speakers per day for a Harden Conference or Scientific Meeting. The overall budget allocation will not be increased where more speakers are included so a mix of local and overseas speakers are required to keep travel budgets in line.

2.3 Speaker invitations and entitlements

Formal invitations and communication regarding entitlements will be managed by the Conference Office once speakers have confirmed their participation with Programme Coordinators. Entitlements are defined as follows:

- 2.3.1 **Accommodation** in line with the Biochemical Society's accommodation policy will cover the nights of the meeting only, at a Biochemical Society approved hotel. Additional discretionary nights to accommodate special travel requirements may in special circumstances be offered by the *Conference Office* only or may be purchased by speakers at the time of registration.
- 2.3.2 **Flights/Travel** in line with the prevailing Biochemical Society travel policy at that time around class, distance and budget. Invited speakers will arrange their own travel and claim for reimbursement after the event.

2.4 Programme requirements

By accepting to arrange the programme for a Biochemical Society event, the Programme Coordinators agree to work to the specified timelines and requirements of this document, unless otherwise specifically agreed with the Conference Office. Diversity balance should be maintained through oral communications*. Deadlines are arranged to accommodate publishing requirements; abstracts therefore need to be reviewed in a timely manner and late changes to the programme can only be accommodated if time permits. All events will start with a short 3-minute presentation about the Biochemical Society, presented by a Biochemical Society member of staff.

* (not applicable to training events)

2.5 Award speakers

Each year the Biochemical Society makes a series of prestigious awards that recognize excellence and achievement in both specific and general fields of science. All award winners are invited to present at a Society meeting and may be placed within the meeting programme. Costs for Award speakers are covered by the Society and do not come out of the event budget.

2.6 Logistics

The logistics of the event will be arranged and organized by the Biochemical Society's Conference Office, in consultation with the Programme Coordinators where appropriate. This will include (but is not limited to):

- Venue
- Dates
- Social events
- Registration
- Catering
- Abstract submission
- Public liability insurance
- Promotional material and brand

If initial discussions with venues or suppliers have taken place with Programme Coordinators, all relevant contact details must be given to the Conference Office to continue arrangements. All contracts will be signed by the Biochemical Society unless significant savings can be made on internal bookings. Contracts signed by individuals (without prior agreement by the Conference Office) are done so at Programme Coordinators' own risk and are not guaranteed by the Biochemical Society.

2.7 Social events

The number and format of social events are dependent on budget and will be decided by the Conference Office. Suggestions from the Programme Coordinators are welcome, particularly if there is a strong local identity, but the final decisions will be made by the Biochemical Society.

2.8 Marketing

The Biochemical Society's Marketing Department will organize promotion for the event and arrange collateral (e.g. PDF flyer, email signature, PPT slide), emails and online promotion. Programme Coordinators commit to support the Marketing Department in promoting the meeting and are required to provide a short summary (150-200 words) after the event for publication online and possibly in *The Biochemist*.

2.9 Sponsorship

Support from sponsors and exhibitors is essential to the sustainability of the events and helps to keep the fees affordable for attendees. Programme Coordinators are encouraged to explore potential sponsorship or funding opportunities where possible, especially where they are members of other societies or have existing company contacts. The Biochemical Society will also investigate and pursue sponsorship opportunities and is happy to make contact with suggested companies or assist with any funding applications if Programme Coordinators do not wish to do so. The Conference Office will then discuss terms and conditions of funding via a formal sponsorship contract and handle any invoicing / transfer of funds.

2.10 Publishing

Portland Press, wholly-owned by the Biochemical Society, publishes a number of journals covering all aspects of molecular biosciences and will have first refusal of published output from the event. The Portland Press Editorial Office may invite speakers to submit relevant content for consideration in the appropriate publication.

3. Timelines, roles and responsibilities

The organization of an event requires the timely and effective co-ordination between the parties involved, as per Appendix 1. The Conference Office will undertake all logistical and operational tasks to deliver the conference, with input on key programme elements from Programme Coordinators and any relevant committees.

The Programme Coordinators are responsible for overseeing the scientific programme for the event; including assessing abstracts*, making initial informal contact with invited speakers and assisting with promotion and awareness of the event and raising additional sponsorship.

Programme Coordinators should understand and respect the difference in roles between the Programme Coordinator and members of the Conference Office, ensuring that both work effectively and cohesively for the benefit of the event and the Society in general. Programme Coordinators must:

- not place themselves under any financial (or other) obligation to an outside individual or organization that might influence them in the performance of their duties
- conduct themselves in a manner that does not damage or undermine the reputation of the Biochemical Society or its staff, individually or collectively
- adhere to relevant Data Protection and Privacy regulation/legislation under guidance from the Conference Office

* (not applicable to training events)

4. Cancellation

Once confirmed all efforts will be made for a successful event but there are rare circumstances where cancellation may be necessary, including:

- Low abstract numbers
- If there are fewer than 50 paying delegates*
- If the event becomes financially unviable
- If Programme Coordinators repeatedly fail to perform their obligations as set out in this document

Appendix 1: Timelines, roles and responsibilities

Timeline description	Timeline	Biochemical Society	Programme Coordinator	Speaker
Date selection: Biochemical Society Conference Office (in consultation with Programme Coordinators) to select appropriate dates accordingly	Within 1 month of planning meeting	✓	✓	
Venue: Biochemical Society to select and negotiate price of venue, catering and AV, with input from the Programme Coordinators as required.	Within 1 month of planning meeting	✓		
Programme: Draft programme with invited speakers confirmed and their contact details passed to Conference Office.	Within 1 month of planning meeting		✓	
Budget: Biochemical Society to set budget in line with existing policies and considerations outlined above, based on selected venue, dates and speakers.	Within 1 month of planning meeting	✓		
Sponsorship: Conference Office to provide sponsorship packages and rates	Within 1 month of planning meeting	✓		
CPD application: Programme Coordinators to send CV for Conference Office to apply for CPD application.	Within 1 month of planning meeting	✓	✓	
Abstracts: Open abstract submission*	At least 3 months before event	✓		
Final programme: Final programme required	6 weeks before event		✓	
Invitations: Biochemical Society to formally invite speakers and confirm their attendance and their talk title as outlined by Programme Committee. Speaker terms and expenses will be clarified in their invitations.	Within 2 weeks of receiving confirmed speaker details	✓		✓
Event promotion (Biochemical Society): Biochemical Society to undertake the active promotion of the event including: advertisement and online registration through Biochemical Society's website; creation of promotional flyers (e-flyers or printed as appropriate); social media, newsletters, email campaigns.	At least 9 months before event and ongoing*	✓		
Event promotion (Programme Coordinators and speakers): Programme Coordinators and speakers will be asked to promote the event by forwarding e-flyers and notices to any e-lists they deem appropriate, including colleagues; distributing printed flyers at other events they are attending; notify Biochemical Society of any relevant events where further promotion could be made.	At least 9 months before event and ongoing*		✓	✓
Delegates: Biochemical Society to provide badges, programme books and other printed items for delegates along with printed certificates and evaluation forms as appropriate.	During the event	✓		
Post event: Responses to evaluation forms will be processed and made available to Programme Coordinators. The event review (written by Programme Coordinators) will be uploaded to the website and may be included in <i>The Biochemist</i> . Speakers will be reminded to claim their expenses within 4 weeks, which will be processed by the Society.	1-3 weeks after the event	✓	✓	

* (not applicable to training events)