

SPONSORED SYMPOSIA GUIDELINES

Price: £11,000 (limited number available)

The BPNA membership welcomes educational sponsored symposia at its annual scientific meeting. Income from sponsored symposia contributes to funding the [AMR BPNA Research Training Fellowship](#) and other educational/training events.

The symposia sessions form part of the conference programme and are open to all attendees. Each session will be 45-minutes and are available on Wednesday, Thursday and Friday. All symposia sessions will take place physically in Bristol at the BPNA 2024 Annual Conference, with live streaming and recordings to be made accessible to virtual attendees.

The Application Process

Sponsored symposia are selected in a competitive process. The BPNA Research committee will select the symposia proposals that it considers to have the most educational value for attendees. The BPNA Research committee also scores and selects the conference abstracts.

Symposia must be of educational value and in accordance with the BPNA charitable aims. The programme must focus on an educational theme. Before writing your proposal, we would encourage you read the BPNA's charitable aims and our ethics, values and principles (available at <https://www.bpna.org.uk/?page=about-us>) to ensure your proposal meets these.

Please read the BPNA Sponsorship Policy in conjunction with these sponsored symposia guidelines.

The closing date for applications is **4 September 2023**. You will be notified if you have been successful by the 4 October.

Application submission instructions

Firstly, please create a user account at:

www.bpna.org.uk/abstracts

NOTE: If you are submitting on behalf of a pharmaceutical company, please create an account/login in your own name and company details. DO NOT CREATE AN ACCOUNT IN THE NAME OF ONE OF THE AUTHORS.

You will only need to create a user account once. You can submit as many abstracts and applications as you wish, using this registration ID.

If you have submitted an abstract previously or have booked to attend a previous BPNA conference, then you will already be a registered a user and the login details are the same. If you have forgotten your log-in details, use the 'forgotten password' link.

Now, complete your symposia application

1. Use the following link www.bpna.org.uk/abstracts.
2. Log in using your user account details.
3. Select 'Submit sponsored symposia application'. Click 'PROCEED' in the bottom right-hand corner of the screen.

4. Read the information and click 'PROCEED'.
5. Complete symposia title and contact information sections. Click 'SAVE & PROCEED TO NEXT STEP' in the bottom right-hand corner of the screen.
6. Complete your sponsored symposia proposal details:
 - Sponsored symposia title
 - Therapeutic area
 - Your proposed timetable (note symposia sessions are 45 minutes).
Eg 5-minute Introduction by Prof Smith
10-min talk on diagnosis by Dr Jones followed by 5-min questions
10-min talk on treatment by Dr Green followed by 5-min questions
5-minute discussion
5-min rounding up and closing comments by Prof Smith
 - Target audience (please indicate who this session is specifically aimed at. Paediatric Neurologists, paediatricians with an interest in neurology and/or epilepsy, trainees, medical students and allied health professionals attend the BPNA conference).
 - Learning aims (please provide maximum three key learning aims for your session).
 - Chairs and Speakers (please provide the names, title, job title and affiliations for the speakers of your session). We understand at this stage that your speakers will not be confirmed however please give us an indication of who you are hoping to confirm if this submission is accepted.
 - Abstract Text (Maximum 300 words) Do not include tables, graphics or references. Please note, if your symposia is selected this text will be used to promote your session on the app and website.
7. Click 'SAVE & PROCEED TO NEXT STEP' in the bottom right-hand corner of the screen.
8. You will then be able to review a summary of your application. You can decide to either 'SAVE FOR LATER' and come back to it, or 'SUBMIT ABSTRACT'. You will need to sign your name electronically to confirm your approval to submit the abstract.
9. Once you have either submitted or saved an abstract, you can go to abstracts homepage via the following link www.bpna.org.uk/abstracts to view, edit or delete your application any time before the deadline date of the 4 September 2023.

Further information:

If you have any queries regarding your application, please do not hesitate to contact Francesca Cassidy (francesca.cassidy@bpna.org.uk) telephone +44 (0)1204 937 494.