



Guidelines for proposed scientific meetings of the BPNA

Hosts of forthcoming annual scientific meetings of the BPNA are requested to submit an outline plan of the meeting to the BPNA secretary by the September that falls 16 months prior to the scientific meeting so that suggestions from the BPNA executive committee can be offered following its autumn meeting.

The outline plan (modified if necessary by input from executive committee) must be discussed at the meeting of council 12 months prior to the scientific meeting and further updates should also be on the agenda of all subsequent executive and council meetings prior to the scientific meeting.

The outline plan should include:

- 1) Suggested scientific topics.
- 2) Organisation and programming of scientific sessions, including invited speakers. 3.5 hours are needed for the Council meeting and 1.5 hours for the AGM. The Distance Learning Course may also need to be catered for and may require 1.5 days before the start of the scientific meeting.
- 3) Social programme
- 4) Facilities: capacity of conference halls, display areas etc;
- 5) Cost and availability of hotel accommodation.
- 6) Access to the proposed site of the meeting including time/distance from nearest regional and international airports, rail and road links.
- 7) Projected costs to participants.
- 8) Possible sponsorship and other funding (after discussion with BPNA secretariat).
- 9) Projected total income and expenditure.
- 10) Arrangements to cover liability for any potential financial loss.
- 11) Arrangements for sponsorship and any possible balance of the meeting: any sponsorship is to be used partly to reduce costs to trainees (arising from registration fees and other expenses) and partly to replenish the BPNA education fund. Any other use of sponsorship should be with the agreement of the BPNA executive committee.
- 12) Timetable with dates for "milestones" of preparation for the project.

Submission and selection of Abstracts for the Meeting

The timetable for submission and selection of abstracts must be consistent with the deadlines for publication of the abstracts as specified by their publisher.

The selection panel will consist of:

- 1) A clinician representing the organisers of the scientific meeting in question
- 2) A clinician representing the organisers of the preceding annual scientific meeting
- 3) A clinician representing the organisers of the subsequent planned scientific meeting
- 4) The clinician organising the BPNA/Neurology component of the annual spring scientific meeting of the RCPCH

Executive Committee
April 2005