



# The British Association of Sport and Exercise Sciences: Guidelines for bidding to host a BASES Annual Conference

## 1. Introduction

The Annual Conference has been held since 1984, normally in early September. Host institutions bid to win the right to organise the event. These guidelines are designed to assist the organiser(s) using our experiences developed over a number of years. The intention is to ensure that each BASES Conference Organiser will benefit from the experience of previous organisers. To this end, the guidelines will be updated periodically to capture the essence of an event that is continuously developing.

It is expected that the Conference Organiser should normally adhere to the policies and guidelines contained within this document. However, it should be noted that these guidelines are not constitutionally binding on the Board. In cases of doubt or where a situation is not covered by the guidelines, advice should be sought from the BASES Board.

The Conference should always be referred to as the '{Year} BASES Annual Conference' and shorted to 'Conference' as appropriate. The BASES logo should be included on all materials related to the conference and all materials should be sent to the Board for approval.

## 2. Purpose and Theme of the Annual BASES Conference

### 2.1. Purposes of the Conference

- To further the Vision of the Association by sharing knowledge and good practice in the sport and exercise sciences within the following three areas: Physical Activity for Health; Sport and Performance; Education and Professional Development.
- To enable members to present academic work to colleagues. Currently five types of presentation are available:
  - Scientific communications (oral and poster)
  - Applied practice presentations (oral and poster)
  - Symposium (oral and poster)
  - Debates (oral)
  - Workshops (oral).
- To provide a venue for much of the Association's official business
  - BASES AGM, Division AGMs, Accredited lab directors meeting, Interest Group meetings.
- An occasion to provide other types of sessions
  - Keynote talks from leading national or international academics and practical demonstrations.

Whilst peer-reviewed science is an important part of the programme it is hoped that other types of session can be included to encourage participation from all our membership - not just the academic community.

### 2.2. 'Joint' Conferences

The Association is committed to developing links with appropriate professional and scientific groups. To this end the Association has frequently entered into partnership with other

organisations either for the whole of the Annual Conference or for specific days within it. BASES has Memorandums of Collaboration with the British Olympic Association, The Association of Chartered Physiotherapists in Sports Medicine, British Association of Sport and Exercise Medicine, The Association for the Advancement of Applied Sport Psychology and the British Psychological Society. BASES also has strong links with UK Sport, the British Paralympic Association, the Nutrition Society and the British Dietetic Association. The English Institute of Sport has run its own 'in-house' training day the day before the Annual Conference. Links with other societies are strongly encouraged.

The impetus to develop such links in the future may either come from the Conference Organiser in his/her bid to host the Conference or from the Board (which may in itself be responding to a request from another organisation). Irrespective of the initial source, the Board has the final say on the acceptance or otherwise of any partnership or co-hosting arrangements and the form the arrangement will take.

### **2.3. Conference Theme**

It is normally left to the Conference Organiser's discretion whether the Conference has a particular theme (for example *Health* in 1997). If it is planned to have a theme to the Conference, this should be agreed with the Board at the earliest possible stage, ideally as part of the initial bid to host the Conference (see 4).

Irrespective of whether a Conference has either a particular theme or is held in conjunction with another organisation, all members must be able to present their work, whatever their area of interest within sport and exercise science, assuming of course, the research is scientifically sound.

### **3. Management of the Annual BASES Conference**

The BASES Board is the ultimate decision-making body in relation to the academic and strategic direction of the conference. The Conference Organiser will:

- Produce a progress report for each meeting.
- Attend Board meetings when invited
- Produce a conference programme that is acceptable to the Board.

The Conference Organiser is responsible for all matters relating to the Annual Conference.

### **4. Applying to Host the Annual Conference**

The Board normally decides the location of the Annual Conference two years in advance. The decision is normally based on a tender process, whereby an institution and a named Conference Organiser submit a bid as outlined below. The Board has the right to invite a bid if they think there is a specific strategic reason to do so.

Details of the following should be contained within the bid, six copies of which should be sent to the BASES office by the required date.

- The host institution, including the named Conference Organiser and a letter of support from an individual with authority to act on behalf of the institution.
- Supporting background information indicating the institution's previous involvement in the area of sport and exercise science and their links to BASES.
- Proposed conference organisation, including whether internal or external conference organisers will be used. Details regarding administration of the conference need to be included. The Conference has grown to a level that dedicated administrative support is required.

- Facilities, including those for people with disabilities, delegate accommodation, leisure and social amenities, space for a trade exhibition, and academic facilities (lecture and oral presentation rooms and space for poster presentations), including, if possible, submission of a schematic diagram showing the proximity of the various locations. It is important that the trade exhibition is placed in an area that attracts delegates throughout the three days.
- Financial predictions including income, expenditure, any proposed sponsorship and projected delegate fees.
- Dates and skeleton programme.
- Any proposed co-sponsors or thematic approach.
- Additional supporting material, including ease of travel to the institution, local sights.

## **5. Financial Procedures**

### **5.1. Conference Budget**

It is the responsibility of the Conference Organiser to manage the financial aspects of the Annual Conference. This includes establishing appropriate accounting procedures for the handling of all income and expenditure relating to the Conference. It is likely that this will involve the institution's finance department. The Conference should plan to make a profit and should at the very least break even. All profits from the Annual Conference are split 50:50 between BASES and the host institution. However, under no circumstances will BASES carry any financial liability for a share in any loss.

The Conference Organiser, as part of the bid to host the Annual Conference, should submit a draft Conference budget. This should use the following as a basis for estimates: 200 Professional delegates, 50 student delegates, and the conference lasting between 2.5-3 days and including 2 or 3 nights. It is recognised that figures submitted within the bids are working on projections for over two years' time. The Conference Organiser will be expected to provide a realistic 'working budget' to the first meeting of the Board that he/she attends as Conference Organiser. It is expected that the final delegate rates will be presented to and agreed by the Board sufficiently in advance of the Conference.

It is normally expected that the final accounts will be produced within six months of the Conference and that a cheque for 50% of the profit be passed over to the Association at this point.

The host institution will be responsible for ensuring appropriate insurance for the event is in place and that appropriate procedures are in place in relation to VAT.

### **5.2. Pricing Structure**

It is recommended that the pricing structure include full and day delegate rates. Within both these categories prices should be given for Professional, Affiliate, Student and non-BASES members. All quoted prices should be inclusive of VAT. The delegate fee for non-BASES members should be set at a level that encourages joining BASES. BASES has reciprocal agreements with various bodies offering Conference registration to partner organisations' members at the same rate as that offered to the local member (for a given membership category). For example, the Australian Association of Exercise and Sports Science, Sport and Exercise Science New Zealand, The Association of Chartered Physiotherapists in Sports Medicine, and the British Association of Sport and Exercise Medicine.

Delegate rates should normally include all meals, refreshment, a copy of the abstract booklet and attendance at the Conference dinner.

It is usually desirable to include a range of options for accommodation. Where possible student accommodation or similar should be available to allow costs to be kept as low as possible.

### 5.3. Hidden Costs

The following costs should be built in to the Conference budget:

- Production of the Conference abstract booklet
- Delegate wallets
- Production of Conference programme, Conference application form and call for abstracts document
- Publicity and marketing costs
- Travel and accommodation costs for the Keynote speakers
- Travel and associated costs for any additional planning, Board and hand-over meetings
- Administration costs (either institutional or for external conference organiser)
- Any special programme costs
- Free attendance at the annual dinner for a representative of each of the companies sponsoring BASES awards (approximately 6 people).
- Waivering delegate and conference dinner fees for the following:

|                                    | <b>Delegate Fees and Conference Dinner</b> | <b>Accommodation</b> | <b>Travel</b> |
|------------------------------------|--|----------------------|---------------|
| Chair                              | Conference                                 | BASES                | BASES         |
| Chair Elect*                       | Conference                                 | BASES                | BASES         |
| Board Members                      | Conference                                 | BASES                | BASES         |
| Executive Officer                  | Conference                                 | BASES                | BASES         |
| Officer Manager                    | Conference                                 | BASES                | BASES         |
| Education Officer                  | Conference                                 | BASES                | BASES         |
| TSES Editor                        | Conference                                 | BASES                | BASES         |
| Awards Committee **                | BASES                                      | BASES                | BASES         |
| 4 x VIP Home Countries             | BASES                                      | -                    | -             |
| 3 x Early Career Researcher Awards | BASES                                      | BASES                | BASES         |
| 6 x Annual Conference Grants       | BASES                                      | BASES                | BASES         |

*Notes.* 'Conference' designates that the fees will be waived by the Conference organisers. 'BASES' designates that the accommodation and travel expenses may be claimed back from BASES.

\* When in post

\*\* These individuals will be funded if assisting with judging of awards.

### 5.4. Bad Debtors

All delegates and sponsors/exhibitors should be encouraged to pay for their attendance in advance and an early reduced booking fee is advised. As many delegates and sponsors/exhibitors will require an invoice, appropriate procedures need to be established for this by the Conference Organiser. The organisers may wish to adopt a policy of not allowing delegates to attend if their fees have not been paid in full when registering for the Conference.

The liability for bad debtors rests with the specific Annual Conference, and any such liabilities will be reflected in the Conference's final accounts. Conference Organisers should, however, make every effort to chase bad debtors and their institutions. The Board should be informed of any outstanding amounts two months after the Conference, so that he/she can write to the individuals/institutions concerned. If amounts are outstanding after four months, a further letter should be sent from the Association's Chair.

Any outstanding bad debtors will be banned from all future BASES Conferences and are liable to be struck off from membership of the Association.

Please note bad debt problems have typically been minimal, even if payment has sometimes been made six to nine months after the Conference.

## **6. Sponsorship**

The host institution should normally seek sponsorship of the Annual Conference. This could be financial or in kind. In both cases, it must always be made clear that this does not confer any endorsement of the company or its products by BASES. Sponsorship should be approved by the BASES Board. Sponsorship of awards is organised by the Awards Coordinator.

### **6.1. Primary Sponsor**

Previous conferences have been successful in securing financial assistance from organisations, who in return became the major sponsor of the Conference. Prior to entering into any sponsorship agreement, the Conference Organiser should obtain the approval of the Board.

Any contractual agreement relating to the sponsorship rests between the host institution (not BASES) and the sponsoring company, it should, however, be cleared with the Board. In return for financial assistance the company's name and logo may be included on all pre-, during and post-conference material. You may also wish to include one or more free delegate packages for representatives of the sponsoring company.

### **6.2. Secondary Sponsors – Financial**

Financial sponsorship may be obtained from companies for specific activities associated with the Conference. For example, sponsoring a Keynote speaker. In return the company's name should be clearly associated with the event. You may also wish to include one or more free delegate packages for representatives of the sponsoring company.

### **6.3. Secondary Sponsors - In Kind**

Sponsorship may also be obtained in kind. In kind sponsorship may also have a more social effect. As an example, product sponsorship at the 1995 Conference was obtained from Guinness. The inclusion of promotional details on secondary sponsors and Conference advertising material or the insertion of appropriate flyers in the delegate wallets is left to the discretion of the Conference Organiser.

You should in all cases seek clearance from the Board prior to entering into a sponsorship agreement for the Conference.

## **7. Annual Conference Programme**

### **7.1. Timetable**

It is the responsibility of the host institution to produce the timetable for the Conference. The draft conference timetable should be submitted to the Board at the earliest possible opportunity for endorsement. The length of the Conference is normally three full days, and may or may not include part of a weekend.

The Conference Organiser should liaise at a very early stage with:

- The Divisions and Interest Group Convenors and committees regarding the programme (either pre-, post- or during the Conference) as well as the content for any proposed thematic sessions

The following meetings must be timetabled into the Conference programme:

- One meetings of the Board, usually the day before the Conference
- The three Division AGMs (1 hour)
- The AGM (1.5 hours) - this should take place after the Division AGMs and should not clash with any other events
- The Conference dinner
- The awards and closing ceremony
- Keynote addresses - none of which should clash with anything else on the programme

- Time each day for the delegates to attend the trade exhibition. It is advised that refreshments are served on the trade exhibition area.

## **7.2. Content**

### **7.2.1. Keynote Speakers**

The purpose of the keynote address is to provide scientific presentations that will be of interest to all members of the Association, not solely those of the particular section. The Conference should aim to have a mixture of keynote speakers covering both sport and exercise, UK and overseas and meeting the organisation's policy on equity. The conference organiser should consult closely with the Board about the selection of appropriate keynote presenters. The Board holds the right to veto selections considered inappropriate.

The invitation to give an opening or after dinner presentation is left to the discretion of the Conference Organiser. However, when inviting a speaker, the organiser must ensure that the speaker is fully aware of the BASES Equity Policy in relation to presenting at meetings and conferences (see section 10).

### **7.2.2. Review of Abstracts Presentations**

All abstracts are required to go through a rigorous peer review process. BASES provides 'Annual Conference Abstract Guidelines' and has an on-line abstract submission process. The Conference organisers need to organise a team of suitably qualified individuals to undertake the abstract review process. All abstracts will be published in the conference booklet. Accepted scientific communications and symposiums comprising scientific communications will be considered for publication in the *Journal of Sports Sciences*. A selection of the best applied practice presentations, symposiums, debates and workshops may be invited to submit an expanded version of their work for publication in *The Sport and Exercise Scientist*.

## **7.3. Social Programme**

### **7.3.1. Conference Dinner**

The Conference Dinner should not be held on the last night of the Conference followed by an 'empty' day. This is a formal occasion, for which smart dress is required. It is normally expected that the price of the dinner is included in the overall Annual Conference fee and that all dietary requirements (e.g., vegetarian) are catered for. The price of the dinner may include provision for a pre-dinner reception and/or limited drinks during the meal. It is recommended that a cash bar offers both soft and alcoholic drinks during the meal. Seating for the dinner is normally left to the delegates' discretion.

At the end of the dinner provision needs to be made for the following:

- Presentation of any annual awards
- Presentation of any Association Fellowships and Honorary Fellowships by the Chair
- Thanks to the Conference Organiser by the Chair
- After dinner speaker (if planned).

It is normally expected that the Conference dinner will be followed by further entertainment in the form of music/dancing and an extended bar.

### **7.3.2. Additional Social Activities**

It is desirable that in the evenings a central area with a bar is available to encourage delegates to mix and not simply to go out with their colleagues.

The Conference dinner notwithstanding, it is left to the conference organiser's discretion to organise the Conference social programme. This may include:

- Opening reception to the Conference
- In-house evening entertainment
- Allocated Conference pubs
- Use of sporting facilities
- Semi-formal sporting competitions, in particular golf and squash
- Tours of local sights/tourist attractions
- Demonstrations- e.g., of specific sport.

#### **7.4. Trade Exhibition**

It is normally expected that a trade exhibition is held during the Annual Conference. It is imperative to hold the exhibition in a prominent place, which will be visited by the delegates throughout the Conference.

Over the years it has been possible to establish a core group of companies who tend to exhibit at the Conference on an annual basis. It is expected that contact names and addresses will be passed on via the Board. This should not preclude the conference organiser actively seeking additional exhibitors or sponsors. In particular it may be appropriate to approach local companies or those whose products fit any theme adopted by the Conference.

Exhibitors should normally be charged a fee for attending the Conference, plus the possibility of a discounted rate for accommodation and the Conference dinner if they so require. The opportunity to insert material in the delegate wallet may be offered as part of the overall packages should also not be overlooked.

The conference organisers should in all cases use its discretion when agreeing exhibitors for the Conference. Where there is an ethical concern about being associated with a particular product, advice should be sought from the Board. Exhibiting at the Conference does not confer any endorsement of a company or its products by BASES.

### **8. The Scientific Programme**

#### **8.1. Guidelines for Session Chairs and Presenters**

The Conference Organiser should select a session Chair and ensure that both Chair and presenters are full briefed. In particular, that:

##### **8.1.1. For Keynote Presentations**

- The Chair has appropriate background information on the speaker (it is normally expected that the Division Chairs will chair the Division's keynote presentation)
- The speaker knows where audio-visual equipment may be obtained and how it operates
- Both speaker and Chair are aware of the time allowance and the need to leave time for questions.

##### **8.1.2. For Oral Presentations**

- The Chair ensures all the speakers are present for the session and has appropriate background information on them
- The presenters know where audio-visual equipment may be obtained and how it operates
- Both presenters and Chair are aware of the time allowance per presenter and whether questions will be taken after each presentation or at the end of the session (it is imperative that the Chairs ensure that the presenters do not overrun as this is unfair to the other presenters).

### 8.1.3. For Poster Presentations

- The presenters are given detailed information on and follow the required poster format
- The presenters know when to put up their posters and in which of the two poster sessions they will be required to defend their poster.
- Speakers and presenters should be fully aware of the BASES Equal Opportunities Policy in relation to presenting at meetings and conferences (see Section 10).

### 8.2. BASES Awards

The criteria for all awards at the BASES Conference are essentially the same: *Excellence* – of academic content, presentation and defence and referees use standard criteria when judging both poster and oral presentations. The Awards Committee will be convened by the Awards Coordinator. Abstracts should be short-listed for BASES awards during the abstract review process.

## 9. Publicity and Marketing

### 9.1. Via BASES

The conference organiser is responsible for the publicity and marketing of the Annual Conference. BASES will undertake to offer the following:

- The Sport and Exercise Scientist.** The Annual Conference is guaranteed at least one advert within each of issue at no charge. Additional space may be obtained by negotiation with the Advertising Manager. The organiser is asked to submit a year's plan for content in *The Sport and Exercise Scientist*
- Conference inserts** within *The Sport and Exercise Scientist* are free, but the Conference Organiser is responsible for the photocopying costs of the inserts
- Any additional mailings to BASES members will be charged at cost to the Conference Organiser
- The Conference registration form** is normally mailed to all members with the March issue of *The Sport and Exercise Scientist*
- Call for abstracts will be e-mailed out free of charge
- Information on the conference will also be sent out as required via the BASES weekly e-mail newsletter free of charge.

## 10. Equal Opportunities

BASES is committed to Equity (Equal Opportunities) and has an Equal Opportunities policy. The conference organisers should familiarise themselves with this policy and ensure all invited speakers, follow the guidelines for meetings and conferences. These state that egalitarian language and images must be used in all presentations (and conference publicity) and that examples and models be derived from a representative sample and mix of sources. Advice can be sought from the Board at all stages of conference planning and the organisers are encouraged to do so.

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