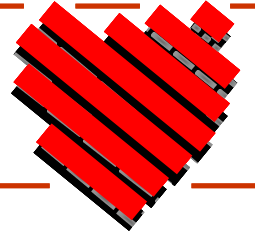


Rules for Workshops

The ideal format for a BSCR Workshop is a gathering of approximately 20 to 25 members who would all be able to participate actively in the proceedings. The Workshop should take place within one day, be highly focused on a specific topic, and organised in a manner that will maximise opportunities for discussion. In order to facilitate these aims the Committee has established the following rules.

1. Any member of the Society wishing to organise a BSCR Workshop should submit a written proposal to the Secretary for consideration by the Committee. This proposal must state:
 - a. The aim of the workshop;
 - b. Main topics to be covered;
 - c. Likely main contributors;
 - d. Estimated breakdown of funds required;
 - e. Venue;
 - f. Approximate date.
2. Only members of the Society can attend the Workshop. The Workshop should be open to all members of the Society without payment of any registration fee. Non-members wishing to participate must apply to the Secretary for membership of the Society.
3. Organisers must ensure that all members of the Society receive notice of the Workshop, ideally by a brief announcement in the Bulletin.
4. Prior to circulation, all promotional material (posters, programmes etc.) for the Workshop should be sent to the Secretary for approval, to maintain consistency and ensure appropriate acknowledgement of sponsorship.
5. A report on the event must be sent to the Editors of the BSCR Bulletin within one month of the date of the Workshop.
6. Any variation of these conditions should have the prior approval of the Committee.
7. The organisers must provide the Treasurer with a written estimate of expenses prior to commencing the organisation.
8. The organisers of any Workshop approved by the Committee can claim up to £1,000 from the Society to cover catering and administrative costs, and to contribute towards reasonable travelling expenses for up to two key speakers and also towards travelling expenses of younger members of the Society who may wish to attend.
9. It is expected that organisers will raise additional funds if necessary from external sources which may include the British Heart Foundation, the Wellcome Trust, local pharmaceutical company representatives, or manufacturers of relevant equipment and materials.
10. Funds raised from external sources must be made payable to the 'British Society for Cardiovascular Research' and should be used such that the net cost to the Society is



minimised.

11. Speakers' expenses will be paid by the Society, up to and including personal motor vehicle mileage (35p per mile), economy class airfare or train fare, taxi to and from airport/station to hotel (if less than 20 miles), appropriate hotel accommodation (to be arranged by the meeting organiser), and sustenance. Meeting organisers will provide any necessary advice on travel and expenses.
12. All invoices related to the Workshop should be forwarded to the Treasurer for payment.
13. The organisers should provide the BSCR Committee with a full financial statement as soon as possible after the Workshop.
14. The Society will bear the cost of distributing posters, registration forms and associated items for the Workshop, provided that such items are received by the Secretary in time to coincide with the regular mailing of a timely issue (3-6 months before the meeting) of the BSCR Bulletin.