

ACTION REQUIRED - Ultrasound 2022 Speaker Information

Tracey Clarke <tracey@bmus.org>

Tue 09/08/2022 14:29

To:Gurdeep Jandu <gurdeep.jandu@ivs-online.co.uk>

Cc:Bookings <Bookings@bmus.org>

📎 2 attachments (421 KB)

Speaker & Faculty Request Form.pdf; Invited Speaker Information & Benefits.pdf;

Dear Mr Jandu

I am pleased to confirm your invitation to ‘**Ultrasound 2022**’ being held on **6th – 8th December 2022** at **Cardiff City Hall, Cathays Park, Cardiff, CF10 3ND**.

I would be grateful if you could take some time to read the information / actions required below:

Conference Marketing

When returning your form by email please include in the email the following information and a **headshot** for Marketing purposes.

Title/Name: e.g., Miss Emma Tucker

Place of Work/Organisation: e.g., British Medical Ultrasound Society

Short bio about yourself (No more than 150 words):

Conference Participation

From the information that has been provided by the Stream Organisers, we have you taking part in the following:

Day	Session Time	Length	Practical Session
8 th December 2022	09.00 – 10.50	20 Minutes	Vascular

Scientific Programme

The most up to date programme, for all 3 days of the meeting can be [viewed here](#)

Registration

You will automatically be registered for any day you are acting as faculty and will receive a confirmation e-mail shortly after this e-mail. Should you wish to register for additional days, we are pleased to offer a discounted rate of £75 per day.

Conference Gala Dinner

Gala Dinner Tickets need to be ordered and paid for prior to the meeting, it is fully expected that this event will sell out due to the special venue.

Accommodation

We are holding a limited number of hotel rooms for those whose lecture or conference commitments necessitate an overnight stay.

Should you require an overnight stay, Conference registration, Gala dinner ticket please complete the form attached to this email and return to Tracey in the BMUS office at tracey@bmus.org on or before **15th October**.

Travel & Expenses

As with all small societies there is a requirement to keep costs to a minimum and for all journeys reasonable economy travel will be re-imbursed. The Expenses Policy and form for the meeting will be circulated nearer the time

Car Parking

Should you choose to drive, There are a number of car parks located within easy distance for Cardiff City Hall you can search for a suitable one [here](#). Further information can be found on Cardiff City Hall website here <https://www.cardiffcityhall.com/contact/>.

Thank you for taking the time to read this e-mail, should you have any questions please do not hesitate to contact me.

Kind regards

Tracey

Office Administrator

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