



Faculty of Medical Leadership and Management

FMLM Conference Policy

When you book one of our events or submit an abstract, we collect personal information about you such as name, address, email, phone, membership status, dietary or special access requests, accommodation booking details, credit card information any other information required.

Delegates

We may share information with third parties such as the venue for dietary or special access requirements, the hotel for rooming requirements, a limited delegate list with exhibitors which includes your name, job title and organisation, or your finance department for invoicing. If required, we will also share your attendance details with the relevant CPD authority.

Speakers

Information such as your name, job title, organisation, photo and biography may be shared publicly on the website and social media, and, to delegates within the programme. Personal information as well as your presentation may also be shared with our AV company.

Where you provide us with personal information about someone else

If you provide us with someone else's personal information by registering them as a delegate or include co-authors in your abstract, you should only do so if you have their authority or consent to do so. You should also take reasonable steps to inform them of the information set out in the Privacy Policies.

Conference App & Programme

A list of all registered attendees may be added to the conference App and programme which is available only to registered attendees and exhibitors. This includes your name and organisation and does not include contact information. Your name and organisation will also appear on your name badge.

Conference App - Contact Exchange

The Conference App has the facility to exchange contact details with fellow attendees by scanning a QR or bar code - Please be advised that these details include your name, organisation and email address that you register with.

Photographs

Photographs may be taken during sessions, break times, exhibition and social events which may be shared on our website and social media. If you wish to be excluded from photographs please contact us prior to the event start date.

Communication

We will communicate with you via email, phone or post which may include event and booking details.

Future Marketing and information from sponsors

We would like to contact you with information from our sponsors and in the future with information about similar FMLM events and activities. You can unsubscribe from these at any time. Please indicate whether or not you consent to receiving this information.