

Code of Conduct

Property Rights

Filming, recording or photography during the congress is Strictly Prohibited unless by prior agreement with the BOA.

Badges

Badges must be worn in plain sight at all times. If your badge is lost, immediately report to the registration desk for a replacement. You will not be given access to conference sessions or the exhibition without a delegate badge.

Delegates may be charged £20 (twenty pounds) for a replacement badge including a new bar code; the original bar code will be suspended.

Dress Code

Those attending are required to dress appropriately in business attire.
All clothing must adhere to guidelines that portray professionalism and modesty.

Personal belongings

Those attending the event are responsible for all their own property. Neither the BOA nor the venue accepts liability for loss or damage of personal items.

Bags and packages must be in the individuals' possession at all times. Unattended items may cause security alerts.

Mobile phones must be switched to silent before entering the main auditorium or session rooms.

Personal conduct

Those attending the event are expected to conduct themselves in a courteous and professional manner at all times. If anyone attending is deemed to be acting inappropriately, the BOA will require them to leave the venue. No refund will be given in this instance. This includes:

- Threatening behaviour; verbal or physical harassment.
- Behaviour that discriminates on the basis of age, disability, gender, race or any other irrelevant distinction.
- Under the influence of excessive alcohol or drugs

Personal Safety

Those attending must leave the venue when the fire alarm is sounded or when directed to by a BOA or venue member of staff. Those attending should take note of their nearest fire exits.

Smoking is not permitted in any area within the meeting venue.

If you have concerns relating to any of the above while attending a BOA event please contact a BOA member of staff. All concerns raised will be treated confidentially.

