

ELRIG Access & Participation Policy

1. Purpose

ELRIG enables cutting-edge research and innovation by connecting life science professionals through inclusive, free-to-attend scientific conferences, workshops and networking events.

As a not-for-profit organisation, all revenue generated through sponsorship, exhibition and partnerships is reinvested into delivering high-quality events and supporting the wider life sciences community.

Our events are generally oversubscribed. This policy explains the principles, criteria and processes used by ELRIG when allocating registration places for events. Its purpose is to ensure that participation decisions are transparent, fair, consistent and aligned with ELRIG's mission and community values.

2. Scope

This policy applies to all ELRIG-organised events where attendance is managed through registration and allocation processes, including:

- Conferences
- Scientific meetings
- Workshops and training events

It applies to general attendee registrations and invited delegate places

3. Guiding Principles

Participation and ticket allocation decisions are guided by the following principles:

Accessibility and Inclusion

ELRIG seeks to make events accessible to a broad and diverse audience across biotech and pharma companies, CROs, academia, technology providers and the wider life sciences ecosystem.

We aim to support participation from individuals across different:

- career stages
- professional backgrounds
- sectors
- institutions
- geographic regions
- lived experiences

Scientific and Community Value

Attendance should support the exchange of scientific knowledge, innovation, collaboration and professional development in alignment with ELRIG's non-for-profit and educational objectives.

Fairness and Transparency

Registration and allocation decisions are made using consistent and explainable criteria. We aim to communicate decisions clearly and manage registrations in a transparent manner.

Community Benefit

ELRIG seeks to maximise value to the broader life sciences community and maintain a collaborative, respectful and welcoming environment at all events.

Financial Sustainability

As events are free to delegates, ELRIG must balance accessibility with responsible event management and long-term sustainability. Sponsorship and exhibitor support play an important role in enabling events to remain accessible.

Independence

Allocation decisions will be made free from inappropriate commercial, personal or organisational bias.

4. Registration Review and Access Criteria

4.1 Application Review

All registrations are reviewed in accordance with this policy.

Applications may be assessed based on factors including:

- relevance to the event theme or scientific programme
- professional role or area of work

- potential contribution to the event community
- balance across sectors and career stages
- institutional and geographic diversity
- available venue capacity
- previous registration/attendance history

Registration outcomes will be communicated in line with the timelines stated in the registration confirmation process. Typically, applications will be processed in batches – there is an element of ‘first-come first-served’, but ELRIG reserves the right to defer registration outcomes to balance the participation at the event (see below)

4.2 Balanced Participation

ELRIG aims to maintain an appropriate balance of:

- industry scientists
- academic researchers
- early-career professionals
- technology providers
- sponsors and exhibitors
- collaborators and partners

This helps ensure productive scientific exchange and broad community benefit.

4.3 Capacity Management

All ELRIG events operate on a capacity-limited basis.

Once capacity has been reached, additional applicants may:

- be placed on a waiting list
- receive deferred confirmation
- or be declined where no further capacity is available

Ticket allocation may be adjusted closer to the event date to optimise attendance and maintain appropriate balance across attendee groups.

4.4 Commercial Attendees (Non-Exhibitors)

Commercial attendees who are not participating as exhibitors or sponsors may be:

- placed on a waiting list until closer to the event date
- encouraged to participate through sponsorship or exhibition opportunities where appropriate

Where places are available, priority may be given to organisations that have supported ELRIG through sponsorship, exhibition or partnership activity within the previous 12 months.

4.5 Exhibitor and Sponsor Access

Tickets allocated to exhibitors, sponsors and partners will be managed through the relevant sponsorship or exhibitor agreements and registration processes.

4.6 Early-Career and Diversity Support

ELRIG may reserve places to support:

- early-career researchers
- individuals from groups currently underrepresented within the life sciences community

This reflects ELRIG's commitment to inclusion, accessibility and community development.

5. Decision-Making Process

5.1 Oversight

Registration and ticket allocation decisions are overseen by the Event Lead in consultation with the relevant ELRIG organising committee or authorised event team.

5.2 Allocation Review

Registrations may be reviewed periodically throughout the registration cycle, including scheduled reviews prior to the event.

Where demand exceeds available capacity, allocation decisions may consider:

- alignment with event objectives

- contribution to scientific discussion or collaboration
 - attendee balance across sectors and career stages
 - diversity and inclusion considerations
 - available venue capacity
 - previous participation patterns where relevant
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6. Conflicts of Interest

Individuals involved in registration or allocation decisions must declare any personal, professional or financial conflicts of interest.

Where a conflict exists, that individual will not participate in the relevant decision-making process.

7. Record Keeping and Transparency

ELRIG will maintain appropriate records relating to:

- complimentary registrations
- discretionary allocations
- sponsor and exhibitor allocations
- waiting list management where applicable

Allocation decisions should be documented sufficiently to demonstrate alignment with this policy and support organisational transparency.

Summary allocation information may be reviewed periodically by ELRIG governance bodies.

8. Behaviour and Community Expectations

All attendees are expected to contribute to a respectful, inclusive and professional environment.

ELRIG reserves the right to refuse or revoke attendance where behaviour is inconsistent with:

- event policies
- codes of conduct

- safeguarding requirements
 - or the wellbeing of attendees and staff
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9. Policy Review

This policy will be reviewed periodically to ensure continued alignment with:

- ELRIG's non-for-profit and educational objectives
 - community needs
 - operational requirements
 - and recognised best practice in event governance and inclusion
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