








Contacts

The Local Services Team is comprised of:

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The Local Services team is part of the wider Events team at the BDA. The members of the team tend to work with dedicated local areas so that as local officers you get to know who you are working with.

We will help with many aspects of the event management for all local events.

Event management tasks

What does the local team / committee do?

- Organise regular committee / planning meetings
- Decide what topics should be covered at events
- Invite and liaise with the speakers
- Identify, confirm and liaise with suitable venues – order catering and AV required
- Draft and work to a budget for each event
- Decide what prices to charge delegates and exhibitors/sponsors
- Identify, invite and invoice exhibitors/sponsors
- Run the event – welcome and liaise with delegates, speakers, exhibitors/sponsors and the venue staff

What does the central BDA team do?

- Maintain the BDA's central database of all dentists and DCPs in the UK
- Assist with speaker/topic, sponsor/exhibitor, and venue ideas
- Send surveys or any communication on behalf of local officers to local BDA members, non-member dentists and the dental team
- Full marketing support – create web page for each event, promotional emails on a Sunday via DotDigital (our GDPR compliant email system), flyers sent by post, social media marketing
- Full registration support – processing bookings and payments, collecting dietary requirements and seating requests for social events
- Full CPD support – compiling attendance registers, CPD certificates, reflection sheets, feedback surveys, and replacement certificates for up to 10 years after an event
- Post event – reconciliation of payments, provide attendance and financial reports to local team and summaries of the feedback surveys
- Regenerate local areas which are inactive and help to find new local officers.

Local events are displayed on the website here: bda.org/bse