



Setting the standard

Executive Summary

Reporting Standards

Consumer Events

Version 1 2017

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Introduction:

This is an executive summary of the Reporting Standards for Consumer Events. For those who do not need a detailed knowledge of all the requirements it highlights the definition and principles for each attendance type and other information found in the full Reporting Standards. If you do need a more detailed version then please visit www.abcstandards.org.uk where you can access the online interactive version or download a copy.

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CERTIFICATE TYPES

DEFINITION

The ABC Certificate is published by ABC for a specific event and contains the data and information that is subject to audit

PRINCIPLES

1. You must report using a mandatory Certificate type
 2. You may choose to report using an optional Certificate type
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ATTENDANCE

DEFINITION

Individuals who have attended the event.

PRINCIPLES

1. Individuals have attended the event
 2. Reported by type
 3. Optional reporting
-

PARTICIPATING COMPANY DATA

DEFINITION

You can choose to report, as an option, the total net stand space occupied and/or the number of participating companies.

PRINCIPLES

1. You can optionally report the number of participating companies
 2. You can optionally report total net stand space occupied
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RETURN FORM SUBMISSION, AUDIT, CERTIFICATION

DEFINITION

The Return Form is a submission in which the event claim is reported to ABC for certification. Each attendance claim is subject to audit.

PRINCIPLES

1. You must submit a Return Form by the Submission Deadline
 2. ABC will issue a Certificate based on the Return Form
 3. Each claim is audited to verify it is in accordance with the applicable Reporting Standards
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