

ESC ONLINE SUBMISSION SYSTEM
Industry Sponsored Sessions
Scientific Programmes

This document is complementary to the ESC Guidelines for Industry.

The purpose of this document is to give you the necessary instructions on how to use the Online Submission System according to the agreed timeline.

SUBMISSION GUIDELINES AND REGULATIONS

1. AGENDA SUBMISSION:

Proposals can only be submitted via the online submission system.

You can access the online submission system [HERE](#).

Alternatively, you can copy-paste the link below in your browser:

<http://escol.escardio.org/MyESC/modules/congress/Scope/default.aspx?eventID=883>

NOTE: ESC is unable to process proposals received via email, mail or fax.

LOG IN: To submit your agenda online you will need to log in with your ESC Account
- if you do not have one yet you can create it at your first connection. (free and simple steps to create)

2. SUBMISSION TIMELINE

30 April

By this date, your agenda must be entered in the Online Submission System at least as a draft (meaning you can still edit and modify the agenda).

IMPORTANT DEADLINE
30 May 2020

DEADLINE to SUBMIT your agenda

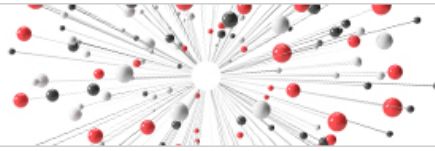
By this date - your Agenda must be in status SUBMITTED – this is the version which will be sent to the Congress Programme Committee for validation. (only agendas on submitted status will be considered).

31 May – 15 June

CLOSED: Online Submission System will be closed during the review period.

15 June – 5 August

OPEN: Online Submission System will be **OPEN** for minor edits – please note that at this time, these changes will **ONLY** appear in the ONLINE PUBLICATION.



3. SUBMISSION QUICK OVERVIEW:

Use your my ESC login to access the service.

1. Once connected to 'My Sessions':
 - a. You can view your **Dashboard** (list of the sessions you have entered in the system).
 - b. Click on 'Create a new session' to start a NEW submission
 - c. Click on the session appearing in your dashboard to finalise / modify an existing entry
 - d. 'Submission rules & guidelines' are also available for consultation on this page.
2. Once you start working on your submission. Please be informed:
 - a. **IF YOU CLICK SAVE** = your session is saved and will appear as a draft on your dashboard and in our system and you can reaccess it at any time until the deadline. Please note that it will not be considered for the programme until you have clicked submit
 - b. **IF YOU CLICK SUBMIT** = it means your programme is ready to be shared with ESC , for review by CPC Chairs and for publication. Sessions not in Submitted/Selected Status will NOT appear in any programme.
3. Once submitted, if you need to amend a session within the open timeline period, please contact industryprogramme@escardio.org who will be able to revert the status to draft, for you to be able to make your edits.
4. In case of a duplicate submission, only the most recent version will be kept and any previous versions will be deleted.

SUBMISSION PROCESS: USER GUIDE

1. SESSION TYPE & FORMAT

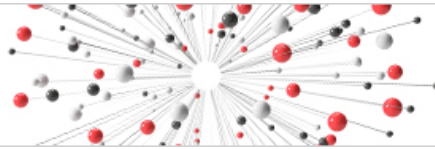
Select among the following sessions types:

Satellite Symposium

Allows for the review and discussion of recent trials and ongoing studies with the objective of providing the latest information on new therapies and techniques in cardiovascular medicine. Satellite Symposia can be organised by exhibiting or non-exhibiting companies and must be open to all registered delegates. Satellite Symposia can be CME accredited. The supporting company is free to choose their CME provider and accrediting body.

Experts on the Spot

This is a 30-minute complimentary session provide delegates attending or interested in Satellite Symposia with a further opportunity to question and exchange with topic experts in a concise and interactive format on the session content. The condition to hold a Satellite Symposium - Experts on the Spot session is to already hold a Satellite Symposium. Satellite Symposia - Experts on the Spot can be scheduled before or post the related Satellite Symposia at the sponsors' discretion. The session organiser is permitted to invite Speakers different from those participating in the Satellite Symposium. Satellite Symposia - Experts on the Spot can be organised by exhibiting or non-exhibiting companies and must be open to all registered delegates.



2. SUBMISSION STEPS (with examples)

START YOUR SUBMISSION - create a new session

Throughout your submission process all the fields with a red * asterisk are mandatory:


Home / MyESC

My Sessions

My Sessions enables you to submit and manage your sessions for ESC organised Congresses and Meetings at your convenience.

The ESC respects your privacy and is committed to protecting the confidentiality of your personal information. Please read the [ESC Privacy and Security Policy](#).

Please note that all correspondence about your session(s) will be sent to your email address: iulia.pantea@escardio.org

Create a new session 

Home / MyESC

My Sessions

*denotes a mandatory field

Create a new session

ESC Event: ESC CONGRESS 2020 *

Quit

CHOOSE YOUR SESSION TYPE:

Home / MyESC

My Sessions

*denotes a mandatory field

Create a new session

ESC Event: ESC CONGRESS 2020

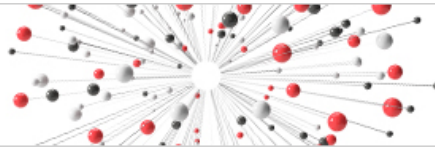
Session Type: Select in the list *

Session Topic: Select in the list
Satellite Symposium - Experts on the Spot
Satellite Symposium

Session Reference Number: *

Read the [Submission Rules](#) for this event.

Next Quit



SELECT YOUR TOPIC:

Please carefully review and select the topics available to index your session:

Home / MyESC

My Sessions
*denotes a mandatory field
Create a new session

ESC Event: ESC CONGRESS 2020

Session Type: Select in the list *

Session Topic: **Select your topic**

Session Reference Number: *

Read the [Submission Rules](#) for this event.

Next Quit

Create a new session

ESC Event: ESC CONGRESS 2020

Session Type: *

Session Topic: *

Session Reference Number: *

Topic selection

Choose your main Topic

- ALL
- ALL
- B - IMAGING
- C - ARRHYTHMIAS AND DEVICE THERAPY
- D - HEART FAILURE
- E - CORONARY ARTERY DISEASE, ACUTE CORONARY SYNDROMES, ACUTE CARDIAC CARE
- F - VALVULAR, MYOCARDIAL, PERICARDIAL, PULMONARY, CONGENITAL HEART DISEASE
- G - DISEASES OF THE AORTA, PERIPHERAL VASCULAR DISEASE, STROKE
- H - INTERVENTIONAL CARDIOLOGY AND CARDIOVASCULAR SURGERY
- I - HYPERTENSION
- J - PREVENTIVE CARDIOLOGY
- K - CARDIOVASCULAR DISEASE IN SPECIAL POPULATIONS
- L - CARDIOVASCULAR PHARMACOLOGY
- M - CARDIOVASCULAR NURSING AND ALLIED PROFESSIONS
- N - E-CARDIOLOGY / DIGITAL HEALTH, PUBLIC HEALTH, HEALTH ECONOMICS, RESEARCH METHODOLOGY
- O - BASIC SCIENCE

SESSION REFERENCE NUMBER:

Please indicate the 4 digit reference number listed in the Satellite Symposium assignment communication. This number will serve as the reference for all communication from now on.

Home / MyESC

My Sessions
*denotes a mandatory field
Create a new session

ESC Event: ESC CONGRESS 2020

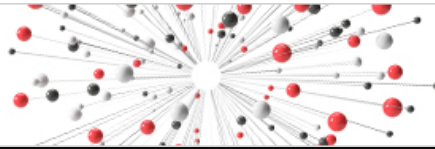
Session Type: Satellite Symposium

Session Topic: 22.3 - Diseases of the Aorta - Diagnostic Methods

Session Reference Number: *

Read the [Submission Rules](#) for this event.

Next Quit



COMPANY NAME (client referenced name):

Event: ESC CONGRESS 2020 (Amsterdam - Netherland (The))
Read the [Submission Rules](#) for this event.

Proposal Identification

Company Name:

Session Information

Session Type: Satellite Symposium
Session Topic: 22.3 - Diseases of the Aorta - Diagnostic Methods
Session Reference Number: 2050

Session Title:

Sponsored by:

ADD YOUR SESSION TITLE:

Please refer to the rules and regulations - No Product Name / Brand Name allowed.
Please specify full text for acronyms & abbreviations used.

Event: ESC CONGRESS 2020 (Amsterdam - Netherland (The))
Read the [Submission Rules](#) for this event.

Proposal Identification

Company Name:

Session Information

Session Type: Satellite Symposium
Session Topic: 22.3 - Diseases of the Aorta - Diagnostic Methods
Session Reference Number: 2050

Session Title:

Sponsored by:

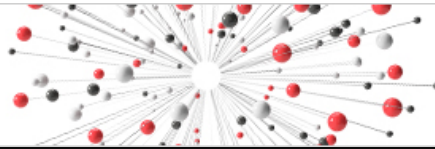
ENTER THE SPONSOR NAME HERE:

Please note the company name you will enter here, will be the EXACT name appearing after 'sponsored by' wording in the publications.

Session Type: Satellite Symposium
Session Topic: 22.3 - Diseases of the Aorta - Diagnostic Methods
Session Reference Number: 2050

Session Title:

Sponsored by:



ENTER LEARNING OBJECTIVES OF THE SESSION:

This field allows you to add what the audience will learn by attending this session and to set objectives for the faculty. Please use this field to highlight your session educational content and its relevance for the audience.

Learning Objectives

What will the audience learn by attending this session?

(max 250 characters)
250 characters
remaining.

TYPE YOUR SESSION SLOT (SCHEDULE) - As booked and confirmed with Industry Services Team

Schedule: type in
the date and
time of the
session

REMARKS FIELD – You can add here any additional information related to your session

The remarks field is used to complement the information. For example:

- if you need more than 2 chairpersons, you can add the third one here.
- if you create a panel with more than 1 panellist - list the panel participants names and titles here.

Remarks

(max 250 characters)
250 characters
remaining.

ADD YOUR CHAIRPERSONS / AGENDA / SPEAKERS:

Chairpersons

1 Chairperson(s) required for this Session (currently 0)

Add Chairperson



Home / MyESC

Session ChairPerson

*denotes a mandatory field

Title:

Gender: Female Male

First Name(s):

Family Name(s):

Email address:

Address Information

City:

State / Province:

Country:

Phone:

Phone number without the country code (e.g. 492947600)

Save

Back to Session

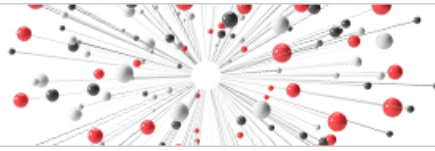
Once this is entered click on save.

You will then repeat the process for each Chairperson, you will need to enter two chairpersons.

IF YOU REQUIRE MORE THAN 2, please enter the information in the remarks field.

IF YOU REQUIRE ONLY 1 – enter the Second name as Not Applicable .

! Click save every time your entry is made



ADD PRESENTATIONS:

Presentations

You have 0 presentations in your session (Min: 1 - Max: 10)

Add Presentation



- ✓ Add your title, topic and duration for each presentation.
- ✓ For every presentation you enter, you have the option to select a topic different from the session topic – should you want to be more specific.

Home / MyESC

My Sessions: Presentation

*denotes a mandatory field

Presentation Information

Session Name: TBC

Event: ESC CONGRESS 2020 (Amsterdam - Netherland (The))

Session Type: Satellite Symposium

Presentation Title:

Presentation Topic:

Duration: - enter the length of the presentation(in minutes)

Add Speaker

1 Speaker(s) required for this presentation (currently 0)

Save Add presentation Back to Session

ADD SPEAKERS TO YOUR PRESENTATIONS:

Add Speaker

1 Speaker(s) required for this presentation (currently 0)

Speaker

Title:

Gender: Female Male

First Name(s):

Family Name(s):

Email address:

City:

State / Province:

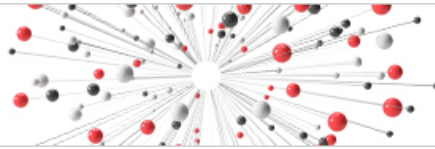
Country:

Phone:

Phone number without the country code (e.g. 492947600)

Save Cancel

- ✓ Repeat this Presentation/Speaker process for every presentation you would like to add.
- ✓ Please check the timeline to see the dates and deadlines that allow you to modify it.

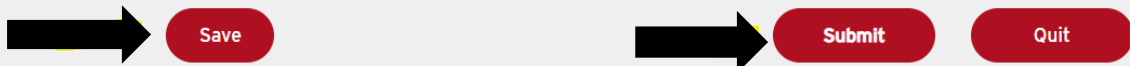


AT THE END OF COMPLETING THE ABOVE STEPS:

IF YOU CLICK SAVE = your session is saved and will appear as a draft and you can reaccess it at any time until the deadline. Please note that it will not be considered until you have clicked submit.

IF YOU CLICK SUBMIT = it means you are ready to submit your programme and that this is the agenda as confirmed by you - Ready for review by CPC and publications online.

I hereby certify that I have read and approved the **Submission Rules** of the SCOPE submission Service



'Save' button will save the session proposal so that it can be amended later, but **will not 'Submit' it.**

- ✓ Please check the timeline to see the dates until you will be able to modify your draft.
- ✓ Before you submit your session you need to confirm you have read the instructions and click submit.

YOUR DASHBOARD:

Once you have saved (status draft) or submitted your session (Status Submitted or Selected) you can return to your dashboard where you can review the sessions you have entered at any given time:

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My Sessions

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Please note that all correspondence about your session(s) will be sent to your email address: lulia.pantea@escardio.org

[Create a new session](#)

Click on the title to edit session(s) with **Draft** status or to view submitted session(s).

Event	Number	Title	Session Type	Submission Date	Status
ESC CONGRESS 2020	tba		Satellite Symposium		Draft Delete
Heart Failure 2020	900004	HF 2019 Career Cafe	Special Event	16 Sep 2019	Selected
Heart Failure 2020	900003	HFA General Assembly	Special Event	16 Sep 2019	Selected

3. PERSONAL DATA PRIVACY FOR SUBMISSIONS

Personal Data privacy

The information collected is subject to computerised processes to manage the business with and services provided to "industry" customers at conferences and events organised by the ESC. It may be disclosed when necessary to partners and subcontractors selected by the ESC, to enable them to provide associated products and services.

Under the chapter 3 of the European Regulation 2016/679 with regards to data protection, you have the right to request from ESC, access to and rectification or erasure of your data or restriction of processing concerning your data or to object to the processing as well as the right to data portability. For such, please contact (together with a proof of identity):

Data Privacy
European Society of Cardiology
Les Templiers
2035 Route des Colles
CS 80179 Biot
06903 SOPHIA ANTIPOLIS CEDEX, France
Or email dataprivacy@escardio.org

You have the right to lodge a complaint with a supervisory authority, and for information, ESC has appointed a Data Protection Officer that you can reach at dpo@escardio.org.