

## SUBMISSION GUIDELINES AND REGULATIONS

### AGENDA SUBMISSION:

Proposals can only be submitted via the online submission system.  
ESC is unable to process proposals received via email, mail or fax.

### SUBMISSION TIMELINE

**15 July** 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 until this date).

This is the version which will be sent to the Congress Programme Committee for validation.

**16 July – 22 July:** Online Submission System will be closed during the review period.

**23 July – 7 August:** Online Submission System will OPEN for MINOR EDITS.  
If you wish to modify your programme during this period, you will need to notify us by email to request re-opening of your submission

Once you start working on your submission. Please be informed:

**IF YOU CLICK SAVE** = your session is saved and will appear as a draft on your dashboard and in our system and you can re-access it at any time until the deadline. Please note that it will not be considered for the programme until you have clicked submit

**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.

**Once submitted, if you need to amend a session within the open timeline period, please contact [industryprogramme@escardio.org](mailto:industryprogramme@escardio.org) who will be able to revert the status to draft, for you to be able to make your edits.**

**In case of a duplicate submission, only the most recent version will be kept, and any previous versions will be deleted.**

### SESSION TYPE & FORMAT

Select among the following sessions types

**Industry Live** - Broadcast your ground-breaking science to a global audience on our dedicated Live Programme (30 minutes and 45 minutes)

**Industry Q&A session** – Broadcast your pre-recorded session on our various Topic Channels during our dedicated time slots with live Q&A interaction between panellists and audience (60 minutes).

### SESSION REFERENCE NUMBER:

You will need to enter in your submission the 4-digit reference number listed in the Industry Sponsored Session assignment communication.

This number will serve as the reference for all communication from now on.

You can ONLY enter a session if you have been given this number

### CREATE YOUR SESSION

Please refer to the rules and regulations issued by the Industry Department for you agenda content in regards to Product Name / Brand Name

Please specify full text for acronyms & abbreviations used.

### SPONSOR NAME

You will have to enter the sponsor name – as you want it displayed in the programme – in the designated field



## **SESSION SCHEDULE**

Please specify in your online agenda the timing as booked and confirmed with Industry Services Team

## **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:

## **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](mailto: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](mailto:dpo@escardio.org).