ESC ONLINE SUBMISSION SYSTEM

Industry Sponsored Sessions
Scientific Programmes

SUBMISSION GUIDELINES AND REGULATIONS

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.

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

15 July	By this date, your agenda must be entered in the Online Submission System at least as a draft – if you are still missing some faculty names - (meaning you can still edit and modify the agenda).
16 July – 22 July	**CLOSED:** Online Submission System will be closed during the review period.
23 July – 7 August	**OPEN:** Online Submission System will be **OPEN** for minor edits

3. SESSION TYPE & FORMAT

Industry Live - Broadcast your ground-breaking science to a global audience on our dedicated Live Programme (30 minutes or 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 panelists and audience (60 minutes).

4. 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:

Industry Live - Broadcast your ground-breaking science to a global audience on our dedicated Live Programme (30 minutes or 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 panelists and audience (60 minutes).

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 ⬅

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My Sessions

*denotes a mandatory field

Create a new session

ESC Event: ESC CONGRESS 2020 ▾ *

Quit

CHOOSE YOUR SESSION TYPE:

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My Sessions

*denotes a mandatory field

Create a new session

ESC Event: ESC CONGRESS 2020 ⌄

Session Type: Select in the list   ⌄ *
                        Select in the list
Session Topic: Industry Q&A session   ▾
                        Industry Live

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:

SESSION REFERENCE NUMBER:

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

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 accronyms & 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: _____ *

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to 1 September

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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 in the Remarks field here.
- if you create a panel with more than 1 panelist - 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 ←

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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

Whilst adding a Chairperson to your session is optional, we recommend you have at least one chairperson for a better coordination of your session.

Once this information is entered click on save. You will then repeat the process for each Chairperson, in case you will need to enter two chairpersons.
! Click save every time your entry is made

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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.
- ✓ **Note that 1 presentation should correspond to 1 video file**

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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:	22.3 - Diseases of the Aorta - Diagnostic Methods ▼
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.
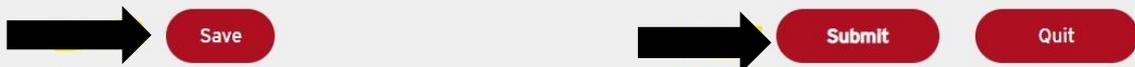
AT THE END OF COMPLETING THE ABOVE STEPS:

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 for publication in the Online Programme 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**   ➤ **Submit**   **Quit**

'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:

According to the timeline, if you want to modify your session as currently entered, you will need to contact industryprogramme@escardio.org to be able to edit your session as only the session in DRAFT Format can be edited directly.

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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	

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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.