



ESC rules for Scientific Programmes

CHAIRPERSONS:

- Two "chairpersons" per 90-minute Satellite Symposium are mandatory.
- One "chairperson" per 45 or 60-minute Satellite Symposium is mandatory
- Must be available until the end of the session.
- One of the two Chairpersons can give a presentation.
- Cannot chair or speak another session at the same time.
- At least one Chairperson should have expert knowledge about the topic.
- Both Chairpersons should be fluent in English.

PRESENTATIONS:

- **Please add full name of acronyms and abbreviations.**
- Introductory and Concluding presentations are mandatory
- **No product names or brand names are allowed.**
- Please include any scheduled discussions, panels, closing remarks etc.

TOPIC:

- If you do not supply an index topic, neither your session nor the individual presentations will appear in the indexes of the Final Programme.

DURATION:

- In minutes.
- **Regulations concerning the exact number of Speakers and the duration of each presentation have been relaxed. While allowing greater flexibility the ESC stresses that the sessions should still be organised in a way that will allow adequate discussion and presentation.**

SPEAKERS:

- Must be available until the end of the session.
- Cannot speak twice in the same session.
- Cannot speak another session at the same time.
- No more than half of the speakers should come from the same country.
- Should be fluent in English.

CHANGE IN THE SCIENTIFIC PROGRAMME / ERRATUM POLICY:

- Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the Congress Programme Committee.
- The ESC kindly asks the Company to inform them of any modifications to the Scientific Programme before **31 May 2014** in order to be printed in the Final Programme.
- Any changes must be approved by the Congress Programme Committee.
- Late applications and/or content of programmes received after **31 May 2014** cannot be printed in the Final Programme.
- All changes or new programme received after the 31 May will be published on the Scientific Programme & Planner and on the ESC Congress 2014 Mobile App
- Failure to adhere to announced/approved programme content will be considered a violation of Guidelines for Industry Participation.