Rules for Integrated Sessions

Integrated Symposia and Integrated Meet-the-Expert sessions are organised and financed by the industry. They are part of ECCMID’s Scientific Programme. Their nature, including the selection of topics, must be educational and not promotional.

The organising company may seek advice from the ECCMID Programme Committee. We recommend companies to contact the scientific secretariat to avoid redundancy and overlaps with the scientific programme (science@escmid.org).

Integrated Symposium agenda should include the following:
• Session title
• Aim of the session (75-150 words)
• 4 talk titles
• Speakers information: title, name, city, country, affiliation, gender, email address
• Chairs information: title, name, city, country, affiliation, gender, email address
• Dedicated time for a panel discussion

Integrated Meet-the-Expert session agenda should include the following:
• Session title
• Aim of the session (75-150 words)
• 2 talk titles
• Speakers information: title, name, city, country, affiliation, gender, email address
• Chairs information: title, name, city, country, affiliation, gender, email address

Important
• No commercial names may appear in the session or talk titles
• Non-proprietary names of individual compounds are permitted in talk titles
• Only 1 faculty (speaker or chair) can be affiliated with the organiser
• Consider geographic balance:
  o 1-hour session: 2 speakers from 2 different countries
  o 2-hour sessions: 4 speakers from at least 3 different countries
• Consider gender of speakers and chair and avoid single-gender sessions
• The organiser will cover speakers and chair registration fees, hotel accommodation and travel expenses in addition to the symposium fee (even if the speakers/chairpersons are invited speakers in the congress main programme)
• If a speaker or chair is invited by more than one company, sponsors may share the costs of their invited speakers with other companies
• The ESCMID-appointed chair will be invited and handled by ESCMID
• Company logos and brand names are not permitted in the slides. Presentations should not bear the same design for all speakers
• Faculty of integrated sessions are not listed in the ECCMID faculty page
• Session proposals must be submitted by 20 December 2019. Once the proposal is confirmed, the organiser may invite the approved speakers and chair.
Printed and electronic materials produced by ESCMID
All publications produced by ESCMID whether printed or electronic will be prepared and produced according to the guidelines listed in this brochure as following:

- Use of British English
- Faculty titles will not be displayed
- Accurate use of abbreviations
- Use of ECCMID own style for session and talk titles
- Only one co-speaker can be displayed on the ECCMID website and the congress mobile application. The printed material will include the details of all speakers and panelists.

Upload of presentations
Speakers must upload their presentations following the instructions sent by the ECCMID scientific secretariat. Requests to upload presentations in a showreel should be sent to M Events Cross Media GmbH before 01 March 2020. ESCMID strongly recommends uploading each presentation separately.

Interviews of ECCMID faculty
ESCMID should not be mentioned on invitations for faculty interviews. Organisers should specify clearly that the invitation is made by themselves solely.

Rules for ESCMID-appointed chairs
The ESCMID-appointed chair has an active role in the delivery of Integrated sessions. Organisers must:

- Contact the ESCMID-appointed chair as soon as their chair’s name is communicated by the ECCMID Scientific Secretariat
- Introduce and connect the speaking panel including the ESCMID-appointed chair, the organiser-appointed chair and the speakers
- Update the ESCMID-appointed chair regarding the organisation of the session including the format of the session (e.g. use of voting systems, Q&A tools, etc.)
- Inform the ESCMID-appointed chair (and the ECCMID scientific secretariat) regarding any change in the programme (e.g. speaker/chair decline or replacement)
- Include the ESCMID-appointed chair in opening and closure remarks, panel discussions, Q&A sessions
- Do not refer to the ESCMID-appointed chair as a “co-chair”
- Do not invite ESCMID-appointed chairs to the rehearsals
- Provide the ESCMID appointed-chair with full presentations of all speakers at least one week before the symposia for his / her review.
### Session type

<table>
<thead>
<tr>
<th>Integrated Symposia</th>
<th>Structure</th>
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|                     | • 120-minute session  
|                     | • 4 talks should be included  
|                     | • A panel discussion should be included  
|                     | • 4 speakers from at least 3 different countries  
|                     | • 1 ESCMID-appointed chair  
|                     | • 1 organiser-appointed chair  
|                     | • 5 sessions can be organised in parallel |

<table>
<thead>
<tr>
<th>Integrated Meet-the-Expert sessions</th>
<th>Structure</th>
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|                                     | • 60-minute session  
|                                     | • 2 speakers from 2 different countries  
|                                     | • 1 ESCMID-appointed chair  
|                                     | • 1 organiser-appointed chair  
|                                     | • 4 sessions can be organised in parallel |

### Important deadlines

<table>
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<tr>
<th>Date</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>20 July 2019</td>
<td>Deadline for submission of title and aim of integrated sessions</td>
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<tr>
<td>20 December 2019</td>
<td>Deadline for final submission of integrated session programmes</td>
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<tr>
<td>15 January 2020</td>
<td>Deadline for approval of printed material produced by ESCMID</td>
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