



Programme Organising Committee (POC)

updated 19/10/09

Guidelines for the scientific programme - ESPE Satellite Symposia

ESPE satellite symposia are scientific sessions that are part of the meeting programme, up to 90 minutes long, sponsored by the industry, which may be attended by registered meeting participants without any extra charge. They are held at time slots specially designated for this purpose, usually at the end of the day's scientific programme and before the social programme.

ESPE created its satellite symposia programme to provide increased physician education on endocrine topics as a supplement to the standard programme at the annual meetings. ESPE satellite symposia are ESPE symposia that are supported by the industry ('the sponsor'). The Programme Organising Committee is responsible for the quality and the scientific level of their content. ESPE satellite symposia are different from regular symposia in that they are based on a topic and format suggested by the sponsor and approved by the Programme Organising Committee.

The sponsor of an ESPE satellite symposium should propose a topic related to endocrinology that would be relevant to meeting attendees. (S)he should designate a contact person within the company that will be responsible for discussing the topic and proposed speakers with the meeting President and the Chairperson of the Programme Organising Committee. The programme proposal should be submitted to the Programme Organising Committee Chair no later than 8 months before the meeting. The Programme Organising Committee will see to it that we do not have two ESPE satellite symposia on the same topic. In case this happens, the guiding principle is 'first come first served'. Once the topic is chosen, one of the Programme Organising Committee members becomes the programme consultant, who will closely interact with the sponsor in selecting speakers and developing a scientifically rigorous and balanced educational programme.

The topics and speakers of ESPE satellite symposia should not conflict with symposia of the main meeting. For that purpose, the programme of the main meeting will be made available to interested sponsors 10 months before the meeting. **No speaker or chairperson should be approached by the sponsor with a specific invitation to participate before clearance by the Programme Organising Committee. The decisions by the President and the Programme Organising Committee Chair on the scientific programme are final.**

When the programme is approved by the Programme Organising Committee, the sponsor should provide the Professional Congress Organiser (PCO) with contact details for the speakers / chairpersons. The official invitation to the speakers/chairpersons will be sent by the PCO. A separate letter, if supplied by the sponsor, including benefits for the speaker will be sent together with the invitation. If this is not requested by the sponsor a sentence saying that the speaker will be informed of the benefits through the sponsor will be included in the official invitation letter. All speakers and chairpersons will be asked to fill a disclosure of conflict of interest form that will be presented during ESPE satellite symposia and disclosed to programme participants. Of note, this applies similarly to all those presenting at ESPE meetings. Non-scientific issues are to be discussed with ESPE Secretariat (joanne.fox-evans@endocrinology.org) and the PCO (espe2010@congrex.com).

Deadlines:

- 10m Scientific programme provided to sponsors. **DEADLINE:** [November 16th 2009](#)
- 9m Topics proposed by sponsor to the POC Chair for approval; POC consultant appointed. **DEADLINE:** [December 16th 2009](#)
- 8m Full proposal submitted to POC Chair. **DEADLINE:** [January 25th 2010](#)
- 7m POC final approval of programme. **DEADLINE:** [February 3rd 2010](#)
- 7m Sponsor provides PCO with speakers' contact details. **DEADLINE:** [February 10th 2010](#)
- 7m PCO distribute invitations. **DEADLINE:** [February 16th 2010](#)