



ECNP Industry Sessions Guidelines



<http://2017.ecnp.eu>



Companies that are looking for a scientifically driven engagement to the participants of the 30th ECNP Congress can choose between two types of industry sessions:

Satellite symposia

ECNP invites companies to organise scientifically oriented satellite symposia with a well-balanced programme. The satellite symposia are scheduled outside the ECNP scientific programme, which gives congress participants the opportunity to attend.



Expert Science Exchange

The sessions are set up to provide industry the opportunity to interact with a small group of participants on a specific topic. The programme takes place in parallel with the official ECNP scientific programme.

Each expert science exchange session has a slot of two hours. In these two hours, a maximum of 6 presentations by experts on a specific topic of each 20 minutes can be scheduled.



Contact details 30th ECNP Congress

Details 30th ECNP Congress Foundation (ECNP Office)		
Scientific and organising secretariat ECNP Office P.O. Box 85410 3508 AK Utrecht The Netherlands T: +31 88 7569 555 F: +31 30 2538 568 Paris2017@ecnp.eu http://2017.ecnp.eu www.ecnp.eu	Iris Allebrandi Director Congresses & Meetings Eline Dimmendaal Project Manager Congresses & Meetings	Exhibition & satellite symposia applications Rules and regulations Scientific secretariat
Details registration secretariat (CPO HANSER SERVICE)		
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Details AV advisor for satellite symposia		
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Details Palais des Congrès de Paris (Congress venue)		
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1. Satellite symposia

Scientifically oriented satellite symposia with a well-balanced programme (e.g. not concentrating on one or specific pharmaceuticals only) may be organised in connection with the 30th ECNP Congress during the time slots as mentioned at [1.1 Time slots](#).

Organisers of a satellite symposium will be charged a fixed fee of EUR 44,000 (excl. VAT) and will cover all costs for the satellite symposium themselves. In return the satellite symposium will be listed in the printed matter of the congress and on the [ECNP Congress website](#). The technical equipment present in the room for the ECNP sessions are included in the fee mentioned above.

1.1 Time slots

Parallel satellite symposia can be organised during time slots mentioned below.

Satellite symposia time slots		
Saturday 2 September 2017	09.45-11.30	maximum 5 in parallel
	12.15-14.00	maximum 5 in parallel
	14.45-16.30	maximum 5 in parallel
Sunday 3 September 2017	17.15-19.00	maximum 5 in parallel
Monday 4 September 2017	17.15-19.00	maximum 5 in parallel
Tuesday 5 September 2017	17.15-19.00	maximum 5 in parallel

1.2 Room capacity

The room capacity available for satellite symposia at the 30th ECNP Congress is 5 rooms in parallel (810, 640, 375, 345 and 340 pax) on Saturday and 6 rooms in parallel (1800, 810, 640, 375, 345 and 340 pax) on Sunday, Monday and Tuesday.





1.3 How to apply

Companies interested in organising satellite symposia can submit their application via the [online application form](#), by 15 December 2016 at the latest.

A copy of the most recent feedback report of the accreditation body (if applicable) should be sent by e-mail to paris2017@ecnp.eu upon application but no later than 15 December 2016.

The information provided will be treated confidentially, as it is understood that it might be difficult for companies to approach speakers and chairs in a phase in which no time slot has been fixed.

Please note that no unusual abbreviations and trade names are permitted in the title of the satellite symposium or in the titles of the presentations; however, generic names may be used. The title of the satellite symposium and the titles of the presentations as well as the content must give a balanced view of therapeutic options. The use of generic names in the presentations will contribute to this.

If you have more than one request, please click the 'new application' button on the online form. The online form(s) should be submitted by the company, not by its agency.

1.4 Procedure after completing the online application form

Information about the assessment of the pre-programme by the Scientific Programme Committee (SPC) will be sent out 1 February 2017 at the latest. Satellite symposia organised by the same company will not be scheduled in parallel as much as possible and it is endeavoured to avoid running two parallel satellite symposia on the same topic. In addition preferred time slots as indicated by the company will be taken into account as much as possible.



Before 1 March 2017 the final allocation of time slots and session rooms will be circulated.

1.5 Procedure for changes in the pre-programme

In the event that there are changes to an approved pre-programme, the changes must be sent to the ECNP Office for approval by the Scientific Programme Committee (SPC). It is mandatory to submit a final version for publication and send a biography with photo of the speakers to ECNP before 15 April 2017 at the latest.

1.6 Rules for faculty

As is the case with the scientific programme of ECNP, faculty members can give a presentation during one satellite symposium only. In addition they can only chair one (other) satellite symposium if the schedule allows it.



This rule does not apply to members of the ECNP Executive Committee or members of the Scientific Programme Committee of the 30th ECNP Congress. Members of these two committees are only allowed to either speak or chair, not both. Please find [here](#) a list of these committee members

It is the responsibility of the companies to inform the tentative faculty of this rule. In the event that a faculty member is proposed by several companies when submitting the pre-programmes, the companies will be informed of this by the ECNP Office. The ECNP Office will not be in direct contact with the speakers.

1.7 Accreditation

After written approval of the programme of the satellite symposium has been received from the Scientific Programme Committee (SPC), it is mandatory for organisers of satellite symposia to obtain European accreditation (CME), for example with the European Accreditation Committee in CNS (EACIC). The decision as to whether a satellite symposium can be organised during the ECNP Congress remains with ECNP.



Companies are requested to submit the following information together with their application for a satellite symposium by 15 December 2016 via the [online application form](#).

- Name of the accrediting body they intend to use (including website address)
- Information about the criteria of this body (evaluation, monitoring)
- Copy of the most recent feedback report from of this accrediting body by e-mail to paris2017@ecnp.eu.

A copy of the confirmation receipt of the application by the accrediting body must be sent to the ECNP Office by 25 February 2017 at the latest. The confirmation by the accrediting body that the satellite symposium has been granted accreditation needs to be sent to the ECNP Office no later than 15 April 2017.

Contact:

European Accreditation Committee in CNS (EACIC)

Scientific secretariat: Dr Daniel Souery

47, avenue Jacques Pastur

1180 Brussels, Belgium

Mobile phone number: +32 479987440

eacic@ulb.ac.be

www.eacic.eu

1.8 Disclosure

ECNP requests speakers, chairs and poster presenters in the scientific programme of ECNP and in the satellite symposia to disclose potential conflicts of interest. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation. Chairs are also requested to disclose potential interest regarding the topics of the presentations during their session in the first slide of their session. Poster presenters are

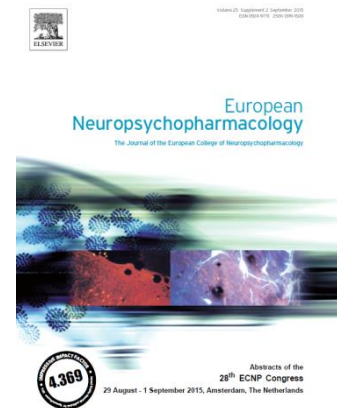


requested to disclose potential conflicts of interest regarding their current poster presentation at the bottom of their poster.

1.9 Enduring material, recording (audio and image) and live webcast of satellite symposium

ECNP gives permission to re-use the content of the programme of a satellite symposium to create enduring material and allows recording (audio and image) of a satellite symposium by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting of satellite symposia. Re-use is permitted, provided that:

- This activity does not, in any way, cause any disturbance to the participants, or causes any damage to the building.
- All legal issues such as, for example, copyright and privacy of the participants involved in this activity are taken into account.
- The recorded material is a full version of the satellite symposium given without omissions or additional information.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'satellite symposium on the occasion of the 30th ECNP Congress with educational financial support provided by <name company>'.
<name company>'
- A reference is made that the content is not necessarily the opinion of ECNP.



If the approved satellite symposium is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room.

1.10 Abstract ENP Supplement

It is possible for speakers in satellite symposia (the programme of which has been approved by the Scientific Programme Committee) to submit an abstract regarding their presentation for publication in the supplement to the journal *European Neuropsychopharmacology*, in which the abstracts of the 30th ECNP Congress are published. As is the case for all abstracts within the scientific programme of ECNP, these abstracts will be reviewed for possible publication according to the scientific standards of the journal, *European Neuropsychopharmacology*. Abstracts should be submitted online through a special satellite symposia webpage. After the company has received official SPC approval for the programme of the satellite symposium, the company will receive a user name and password for each speaker which gives access to this special abstract submission page.

The abstracts will be reviewed for possible publication in the supplement to the journal *European Neuropsychopharmacology*. The supplement will be published after the congress. Abstracts will only be accepted for publication provided they adhere to the instructions given on submission. The publisher of *European Neuropsychopharmacology* holds all publication rights including copyright.

The deadline for abstract submission is 1 April 2017.

1.11 Printed material satellite symposia (including digital material, etc.)

Printed material of the satellite symposia must have the name of the medical company involved on the cover of printed matter, on the poster and on the first page of digital material, in the following wording 'satellite symposium on the occasion of the 30th ECNP Congress with educational financial support provided by <name company>'.
<name company>'



Printed material announcing satellite symposia will only be distributed by E-mailing to the pre-registered participants: the registration secretariat will send out an e-mail to all pre-registered participants approximately four weeks prior to the congress, inviting participants to visit a webpage on the [ECNP Congress website](#) that includes digital versions of all the invitations for satellite symposia produced by the companies. This pdf of the invitation should be approved by the ECNP Office and the final version should be sent to the ECNP Office no later than 15 July 2017.

A pdf version of all printed material used in relation to satellite symposia should be sent for approval by 15 July 2017 at the latest to the ECNP Office to the attention of Eline Dimmendaal, Project Manager Congresses & Meetings, e-mail paris2017@ecnp.eu. As a rule, a response will be given within 5 working days. Further details will be given in the Industry Manual, to be published on 1 May 2017.

1.12 Badges

All registered congress participants have access to satellite symposia. Participants are required to wear their badges in order to have access to the congress venue.

It is mandatory to register the speakers and chairs of your satellite symposium through the online group registration form or individual registration link (available in September 2016 at the [ECNP Congress website](#)).

Please note that ECNP faculty members cannot be registered through a group. They are registered through the ECNP Office. They can, however, be part of a group for hotel accommodation and travel arrangements.

Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the registration secretariat and/or ECNP Office cannot be held responsible should such an event occur.

1.13 Catering

For the 30th ECNP Congress a catering supplier will be appointed, more detailed information will be published in the Industry Manual. You are not allowed to bring your own food or beverages into the venue.

Limited catering is allowed, but is restricted to finger food and non-alcoholic beverages. It may only be served within 30 minutes before the start of the satellite symposium. The area for catering is the nearest area available to the assigned room. Extensions beyond the assigned time-slot are not allowed under any circumstances.



More details regarding all requests for catering during the 30th ECNP Congress can be found in the Industry Manual, to be published on 1 May 2017.



1.14 Proceedings satellite symposia

It is possible to have proceedings of the satellite symposia published as a supplement to the journal *European Neuropsychopharmacology* (ENP). Both the proposal and the content are subject to review procedures.

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1.15 Payment and cancellation policy

Payment terms and conditions

For satellite symposia a deposit of 50% of the total fee is requested on application. After ECNP has received the application the company will be issued an invoice which must be paid according to the payment terms specified.

The invoice for the balance due will be e-mailed to companies in February 2017. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in due time, the allocated satellite symposium time slot may be re-assigned and the deposit forfeited. Companies will not be allowed to build up and occupy the assigned session room unless the fee has been settled in full.

Companies participating in the organisation of satellite symposia are required to observe all payment deadlines as stated in these ECNP Satellite Symposia Guidelines and/or on the invoices. The 30th ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

VAT

Dutch VAT will be charged in accordance with European legislation.

Cancellations

Cancellations of satellite symposia must be sent in writing to the ECNP Office. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office.

A cancellation will result in the release of the allocated satellite symposium time slot.

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 15 February 2017
- No refund for cancellations made on or after 15 February 2017

Refunds will be made after the congress.



2. Expert Science Exchange

The expert science exchange sessions (ESE) offer companies the opportunity to move from commercially oriented exposure to more focused, scientifically driven engagement with participants.

The sessions are set up to provide industry the opportunity to interact with a small group of participants on a specific topic. The programme takes place in parallel with the official ECNP scientific programme and will be published as an industry activity together with the satellite symposia programmes and the exhibition.

Organisers of an expert science exchange session will be charged a fixed fee of EUR 15,000 (excl. VAT).

2.1 Time slots

Expert science exchange time slots	
Sunday 3 September 2017	09.00-11.00
Monday 4 September 2017	15.00-17.00
Tuesday 5 September 2017	

2.2 Programme

Each ESE session has a slot of two hours. In these two hours, a maximum of 6 presentations by experts on a specific topic of each 20 minutes can be scheduled. It is possible for one expert to present the same presentation multiple times within these two hours.

2.3 How to apply

Companies interested in organising an ESE session can submit their application by sending an outline of the programme by e-mail to paris2017@ecnp.eu, by 15 December 2016 at the latest.

The deadline for sending in the programme to the organising secretariat is on or before 15 December 2016 by e-mail to paris2017@ecnp.eu.

2.4. Procedure after completing the online application form

Information about the assessment of the programme by the Scientific Programme Committee (SPC) will be sent out 1 February 2017 at the latest. Preferred time slots as indicated by the company will be taken into account as much as possible.

Before 1 March 2017 the final allocation of time slots will be circulated.

2.5 Access

The ESE sessions are open to all registered congress participants on a first-come-first-serve basis. The maximum capacity per presentation is 50 people. Access will also be given to people with an exhibitor badge from the same company as the ESE session organiser.





2.6 Room set-up

The room is fitted with two basic presentation corners and, if required, a catering buffet. The presentation corner includes a monitor, a laptop and 3 high tables.

The room can be branded by the company (taking into account set-up and dismantling time).

The organiser will have access to the room one hour before the start (either 08.00 or 14.00).

The room needs to be cleared, clean and free of company branding within 30 minutes after the session (either 11.30 or 17.30).

2.7 Catering

For the 30th ECNP Congress a catering supplier will be appointed, more detailed information will be published in the Industry Manual. The venue does not allow you to bring your own food or beverages into the building.

It is allowed to serve coffee, tea or soft drinks in the room. No food can be offered.

2.8 Payment and cancellation policy

Payment terms and conditions

For expert science exchange sessions a deposit of 50% of the total fee is requested on application. After ECNP has received the application the company will be issued an invoice which must be paid according to the payment terms specified.

The invoice for the balance due will be e-mailed to companies in February 2017. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in due time, the allocated expert science exchange time slot may be re-assigned and the deposit forfeited. Companies will not be allowed to build up and occupy the assigned session room unless the fee has been settled in full.

Companies participating in the organisation of expert science exchange sessions are required to observe all payment deadlines as stated in these Guidelines and/or on the invoices. The 30th ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

VAT

Dutch VAT will be charged in accordance with European legislation.

Cancellations

Cancellations of expert science exchange sessions must be sent in writing to the ECNP Office. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office.

A cancellation will result in the release of the allocated satellite symposium time slot.

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 15 February 2017
- No refund for cancellations made on or after 15 February 2017



3. Rules and regulations

All companies involved in the 30th ECNP Congress should adhere to the rules in this document, the Industry Sessions Guidelines, the [ECNP Industry Rules and Regulations](#), the [ECNP Exhibition Guidelines](#), as well as the [Rules and Regulations of the Palais des Congrès de Paris](#).

4. Deadlines industry sessions

Industry activities	
15/12/2016	Satellite symposium application
15/12/2016	Expert science exchange application
02/02/2017	Assessment of satellite symposia
25/02/2017	Copy of confirmation application accreditation of satellite symposia
01/03/2017	Final time slot of satellite symposia
01/04/2017	Abstract submission of speakers satellite symposia
01/04/2017	Submission abstracts for posters
15/04/2017	Final version of satellite symposia
15/04/2017	Granted accreditation of satellite symposia
15/04/2017	Uploading biographies of speakers satellite symposia
01/05/2017	ECNP Industry Manual
15/07/2017	Final invitation pdf satellite symposia

Cancellation industry sessions (must be made in writing to the ECNP Office)	
Before 15 February 2017	50% of the total amount will be refunded
On or after 15 February 2017	No refund