ECNP Industry Sessions Guidelines

ECNP
neuroscience applied

www.ecnp.eu/congress2020

The Stichting 33rd ECNP Congress is a Dutch public-interest-serving entity

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The organiser of the 33rd ECNP Congress is Stichting 33rd ECNP Congress hereafter referred to as 'ECNP'.

Companies and organisations involved in clinical and pre-clinical research, diagnosis and treatment of disorders of the brain looking for scientifically driven engagement with the participants of the 33rd ECNP Congress can choose between three types of industry sessions:

Industry Satellite Symposia (ISS)

These scientifically oriented sessions (1 hour 30 minutes) take place outside the official ECNP scientific programme and all congress participants are welcome to attend. The Industry Satellite Symposia programmes will be reviewed for balance and rigour by the Scientific Programme Committee (SPC).

Industry Science Exchange (ISE)

The sessions are designed to provide industry the opportunity to interact with a small group of participants on a specific topic. Each Industry Science Exchange will be reviewed by the Scientific Programme Committee (SPC). The Industry Science Exchange sessions take place in parallel with the official ECNP scientific programme. Each Industry Science Exchange session has a slot of one hour. It is also possible to have a slot of two hours by applying for two consecutive time slots. This two-hour session will be published as one session in the congress programme.

Industry Product Theatre (IPT)

These hands-on sessions provide an interactive forum for industry to engage with participants on a broad range of issues, including new treatment approaches, the uses of specific medications, clinical insights, innovative services and product demonstrations. The programme will be reviewed by the Scientific Programme Committee (SPC). Each Industry Product Theatre session is 30 minutes.

For more information about the scientific programme of the 33rd ECNP Congress please visit: https://www.ecnp.eu/Congress2020/ECNPcongress/programme/structure-congress

Deadlines industry sessions

Industry activities	
15/12/2019	Application deadline industry sessions
01/02/2020	Assessment of industry sessions
01/03/2020	Final time slot of industry sessions
01/04/2020	Uploading biographies of faculty for industry sessions
01/04/2020	Outline submission of speaker's and programme for industry sessions
15/04/2020	Final version programme of industry sessions
April 2020	ECNP Industry Manual published
01/08/2020	Final invitation pdf of industry sessions

Contact details 33rd ECNP Congress

33rd ECNP Congress		
Stichting 33rd ECNP Congress Bolognalaan 28 3584 CJ Utrecht The Netherlands	Chamber of Commerce: 70688656 RSIN: 858422347 VAT NL: NL8584.223.47.B01	IBAN: NL24 FVLB 0226 3114 49 BIC: FVLBNL22
ECNP		
ECNP Office The Netherlands T: +31 88 7569 555 congress2020@ecnp.eu www.ecnp.eu/congress2020	**Iris Allebrandi** Director Congresses & Meetings **Melinda Spitzer** Project Manager Congresses & Meetings	**Rules and regulations** **Exhibition & industry session applications** **Exhibition logistics** **Finance** **Group registration** **Scientific secretariat**
AV advisor for Industry Satellite Symposia		
DeBackerConsultants Pty.Ltd. ecnp@debackerconsultants.com	**Michael de Backer** AV advisor	**AV/IT and room set-up for Industry Satellite Symposia**
Austria Center Vienna – ACV **(Congress venue)**		
Austria Center Vienna (ACV) Bruno Kreisky Platz 1 1220 Vienna Austria viktoria.naderer@acv.at www.acv.at	**Viktoria Naderer** Project Manager Event Management	**Site visits industry sessions**
c'accommodation (Official housing agency)		
c'accommodation 6 avenue E. Van Nieuwenhuyse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 h.desmazieres@caccommodation.com booking.accommodationbooking.eu/en/20ECNP/1	**Hélène Desmazières**	**Hotel bookings**

1. Industry Satellite Symposia

Scientifically oriented Industry Satellite Symposia (1 hour 30 minutes) with a well-balanced programme (e.g. not concentrating on one or specific pharmaceuticals only) may be organised in connection with the 33rd ECNP Congress during the time slots mentioned in 1.1 Time slots. The Industry Satellite Symposia programmes will be reviewed for balance and rigour by the Scientific Programme Committee.

Organisers of an Industry Satellite Symposium will be charged a fixed fee of EUR 45,900 (excl. VAT). In return the Industry Satellite Symposium will be listed in the printed matter of the congress and on the ECNP Congress website and app. The technical equipment presents in the room for the ECNP sessions and the room rental are included in the fee mentioned above. Industry Satellite Symposium organisers are entitled to 4 (four) industry session staff badges and 2 (two) free congress participant badges per time slot free of charge.

All other costs will be covered by the organiser of the Industry Satellite Symposium.

1.1Time slots

Parallel Industry Satellite Symposia can be organised during time slots mentioned below.

Industry Satellite Symposia time slots		
Saturday 12 September 2020	10.00-11.30 12.15-13.45 14.45-16.15	maximum 4 in parallel maximum 4 in parallel maximum 4 in parallel
Sunday 13 September 2020	17.30-19.00	maximum 5 in parallel
Monday 14 September 2020	17.30-19.00	maximum 5 in parallel
Tuesday 15 September 2020	17.30-19.00	maximum 5 in parallel

1.2 Room capacity and set-up

The room capacity available for Industry Satellite Symposia at the 33rd ECNP Congress is as follows:

Industry Satellite Symposia room capacity	
Saturday 12 September 2020	500
	500
	500
	500
Sunday 13 September 2020	1400
Monday 14 September 2020	500
Tuesday 15 September 2020	500
	500
	500

Room set-up for all Industry Satellite Symposia is in theatre style. Please note that the standard room set-up can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the scientific sessions. An ECNP hostess will be responsible for room access and for ensuring the room does not exceed its maximum capacity of participants.

The session rooms are equipped with the following:

- 1 table at the main entrance of the room for handing out materials and 1 badge-checker*
- 1 lectern with lectern microphone and 1 head-table (2 persons) with 1 fixed panel-microphones and 1 comfort monitor

- 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
- 1 AV-technician

* Badge checker will be available 30 minutes prior to the start of the Industry Satellite Symposium and remain until the end of the session.

All Industry Satellite Symposia organisers have the ability to rehearse the Industry Satellite Symposium and order additional AV items and technical staff through the official AV advisor. Times of the rehearsal and information about the AV advisor will be available in the Industry Manual that will be released and circulated to industry in April 2020.

1.3 How to apply

Companies interested in organising Industry Satellite Symposia can submit their application by 15 December 2019 at the latest via the online application form.

The Scientific Programme Committee of the ECNP Congress takes great care to achieve gender (50%) and country balance for the speakers and chairs presenting at the congress. It is mandatory for companies to take account of country and gender balance when proposing and inviting their speakers and chairs.

During submission the following information needs to be provided:

- Topic of the session
- Titles of the presentations
- Speakers
- Chairs
- Outline of the session
- Preferences of times slots

The information provided will be treated confidentially, as it is understood that it might be difficult for companies to approach speakers and chairs before the time slot has been fixed.

Please note that no unusual abbreviations and trade names are permitted in the title of the Industry Satellite Symposium session and the presentation titles. However, generic names may be used. The title of the Industry 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 ‘Add application’ button on the online form. The online form(s) should be submitted by the industry, 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 2020 at the latest. To the extent it is possible Industry Satellite Symposia organised by the same industry will not be scheduled in parallel and efforts will be made to avoid running two parallel Industry Satellite Symposia on the same topic. In addition, preferred time slots as indicated by the industry will be taken into account as much as possible.

Before 1 March 2020 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 for approval by the Scientific Programme Committee (SPC). It is mandatory to submit a final version for publication and send a biography with photographs of the speakers to ECNP before 15 April 2020 at the latest.

1.6 Rules for faculty

As is the case with the ECNP scientific programme, faculty members can give a presentation during **one** industry session (Industry Satellite Symposium/Industry Science Exchange/Industry Product Theatre) only. In addition, they can only chair one (other) industry session, if the schedule allows it. It is mandatory for organisers to adhere to gender (50%) and country balance in their programme.

This rule does not apply to members of the ECNP Executive Committee or members of the Scientific Programme Committee of the 33rd 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 provisional 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 ECNP. ECNP will not be in direct contact with the speakers.

1.7 Accreditation (optional)

After written approval of the programme has been received from the Scientific Programme Committee (SPC), organisers of Industry Satellite Symposia may obtain European accreditation (CME); however, it is not mandatory. The decision as to whether an Industry Satellite Symposium can be organised during the ECNP Congress remains with ECNP.

If an industry obtains CME accreditation, this can be mentioned in the online programme of the Industry Satellite Symposium on the ECNP Congress website and in the app.

To obtain CME accreditation you might contact:
European Accreditation Committee in CNS (EACIC)
Scientific secretariat: Dr Daniel Souery
47, avenue Jacques Pastur
1180 Brussels, Belgium
Mobile phone number: + 479987440
eacic@ulb.ac.be
www.eacic.eu

C·M·E
C·N·S
EUROPEAN ACCREDITATION COMMITTEE

1.8 Disclosure

ECNP requires speakers, chairs and poster presenters in the scientific programme of ECNP and in the industry sessions 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.

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

ECNP permits the re-use of the content of the programme of an Industry Satellite Symposium in order to create enduring material and allows recording (audio and image) by industry in principle and if possible, from a logistical point of view. ECNP allows live streaming. Recording and live streaming is permitted, provided that:

- This activity does not in any way cause any disturbance to the participants or 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.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'recorded during the Industry Satellite Symposium on the occasion of the 33rd ECNP Congress with educational financial support provided by <name industry>'.
- A reference is made that the content does not necessarily represent the opinion of ECNP.

If the approved Industry Satellite Symposium is to be live streamed, the utmost will be done by ECNP to provide a time slot for a short technical rehearsal in the session room.

For other recording options see the ECNP Congress website.

1.10 Outline submission

It is possible to submit an outline for the Industry Satellite Symposia programme and outlines of the presentations (the programme approved by the Scientific Programme Committee), which will be made available in the programme on the ECNP Congress website and app.

Outlines should be submitted online through a special webpage. The deadline for submitting the outlines is 1 April 2020.

1.11 Printed material (including digital material, etc.)

Printed material of the Industry Satellite Symposia must have the name of the industry involved on the cover of printed matter, on the poster and on the first page of digital material, using the following wording: 'Industry Satellite Symposium on the occasion of the 33rd ECNP Congress with educational financial support provided by <name industry>'.

Material announcing Industry Satellite Symposia will only be distributed by:

1. E-mailing to the pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the ECNP Congress website with digital versions of all the invitations for Industry Satellite Symposia produced by the companies.
2. Two designated locations at the congress venue for promotion posters of Industry Satellite Symposia, with space for leaflets.
3. Standing banners outside entrance (at the main entrance of the room allocated for Industry Satellite Symposia).
4. Handing out material from the exhibition stand.
5. Handing out material from the table(s) at the entrance of the Industry Satellite Symposia rooms.

A PDF version of all printed material used in relation to Industry Satellite Symposia should be sent for

approval by 1 August 2020 at the latest to congress2020@ecnp.eu to the attention of Melinda Spitzer. A response will be given within 5 (five) working days. Further details will be given in the Industry Manual, to be published in April 2020.

1.12 Registration of faculty

It is mandatory to register the speakers and chairs of your Industry Satellite Symposium through the online individual or group registration link at the ECNP Congress website.

Please note that ECNP faculty members cannot be registered through a group. They are registered through ECNP. 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, ECNP cannot be held responsible should such an event occur.

1.13 Catering

For the 33rd ECNP Congress the official catering supplier is MOTTO Catering.

Limited catering is allowed but is restricted to finger food and non-alcoholic beverages. It may only be served up to 30 minutes before the start of the Industry 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. The venue does not allow you to bring your own food or beverages into the building.

Further details will be given in the Industry Manual, to be published in April 2020.

2. Industry Science Exchange Sessions

Industry Science Exchange sessions offer companies the opportunity to move from commercially oriented exposure to more focused, scientifically driven engagement with participants.

These one-hour sessions are designed to provide industry the opportunity to interact with a small group of participants on a specific topic. To this end, the maximum number of participants that can be in the room at the same time is set at 100 and no seating is included in the fee as it should be a different session compared to the standard session layout of Industry Satellite Symposium. The programme takes place in parallel with the official ECNP scientific programme and will be published as an industry activity together with other industry sessions and the exhibition. Within the constraints set by the basic configuration of the room, organisers are free to shape this interactive session as they wish, but plans need the approval of ECNP and should fit into the time available for these sessions, including set-up and dismantling. It is possible to organise a two-hour session using two consecutive slots, but the programme will be published as one session.

The Industry Science Exchange sessions are open to all registered congress participants on a first-come-first-served basis due to the maximum capacity set.

Organisers of an Industry Science Exchange session will be charged a fixed fee of EUR 10,200 (excl. VAT) for a one-hour slot. Industry Science Exchange organisers are entitled to 2 (two) industry session staff badges per time slot free of charge.

All other costs will be covered by the organiser of the Industry Science Exchange.

2.1 Time slots

Industry Science Exchange time slots	
Sunday 13 September 2020	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15
Monday 14 September 2020	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15
Tuesday 15 September 2020	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15

2.2 Room set-up

The rooms are provided without seats to create an interactive session format with small groups of participants on a specific topic. Therefore, it is only possible to order a maximum of 40 high stools. It is not permitted to create theatre room set-up by companies for these sessions.
The maximum number of participants that can be in the room at the same time is set at 100. The room will be equipped with the following furniture and congress staff:

- 1x screen and projector
- Laptop connection HDMI only (no laptop is provided!)
- 6x high tables

- 1x catering table
- 1x badge-checker at the entrance*

* Badge-checker will be available 30 minutes prior to the start of the Industry Science Exchange session and remain until the end of the session.

To be able to create a format for this session which suits your requirements you will be able to order extra equipment through the forms in the Industry Manual for the room, such as:

- Sound system
- Camera
- Laptop connection HDMI only (please make sure to bring your own laptop)
- E-posters
- Extra high tables
- High stools for max. 40 pax

The room can be branded by the industry (taking into account set-up and dismantling time).
The organiser will have access to the room one hour before the start of the session.
The room needs to be cleared, clean and free of industry branding within one hour after the session.

2.3 How to apply

Companies interested in organising an Industry Science Exchange session can submit their application through the online submission form by 15 December 2019 at the latest.
Organisers must adhere to gender (50%) and country balance in their programme.

During submission the following information needs to be provided:

- Topic of the session
- Title of presentations (if applicable)
- Speakers
- Outline of the session, including means by which interaction with participants is created
- Preferences for times slots

The information provided will be treated confidentially.

Please note that no unusual abbreviations and trade names are permitted in the title of the Industry Science Exchange session and the presentation titles. However, generic names may be used.

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 2020 at the latest. Preferred time slots as indicated by the industry will be taken into account as much as possible.

The final allocation of time slots will be circulated before 1 March 2020.

2.5 Procedure for changes in the pre-programme

In the event that there are changes to an approved programme, the changes must be sent to ECNP for approval by the Scientific Programme Committee (SPC). It is mandatory to submit a final version for publication and send a biography with photographs of the speaker(s) to ECNP before 15 April 2020 at the latest.

2.6 Rules for faculty

As is the case with the ECNP scientific programme, faculty members can give a presentation during **one** industry session (Industry Satellite Symposium/Industry Science Exchange/Industry Product Theatre) only. In addition, they can only chair one (other) industry session, if the schedule allows it. It is mandatory for organisers to adhere to gender (50%) and country balance in their programme.

This rule does not apply to members of the ECNP Executive Committee or members of the Scientific Programme Committee of the 33rd 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 provisional 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 ECNP. ECNP will not be in direct contact with the speakers.

2.7 Accreditation

The Industry Science Exchange sessions will not be granted for CME accreditation.

2.8 Disclosure

ECNP requests speakers, chairs and poster presenters in the scientific programme of ECNP and in the industry sessions 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.

2.9 Enduring material, recording (audio and image) and live streaming

ECNP gives permission to re-use the content of the programme of an Industry session to create enduring material and allows recording (audio and image) of an industry session by the industry in principle and if it is possible from a logistical point of view. ECNP allows live streaming. Recording and live streaming is permitted, provided that:

- This activity does not cause any disturbance to the participants or 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.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence ‘recorded during the Industry Science Exchange session on the occasion of the 33rd ECNP Congress with educational financial support provided by <name industry>’.
- A reference is made that the content is not necessarily the opinion of ECNP.

If the approved industry session is to be live streamed, every effort will be taken by ECNP to provide a time slot for a short technical rehearsal in the session room.

For other recording options see the ECNP Congress website.

2.10 Outline submission

It is possible to submit an outline of the Industry Science Exchange programme and outlines of the presentations (the programme approved by the Scientific Programme Committee) which will be available in the congress programme on the ECNP Congress website and app.

Outlines should be submitted online through a special webpage. The deadline for submitting the outlines is 1 April 2020.

2.11 Printed material (including digital material, etc.)

Printed material of the Industry Science Exchange session must have the name of the industry involved on the cover of printed matter, on the poster and on the first page of electronic material, using the following wording: 'Industry Science Exchange session on the occasion of the 33rd ECNP Congress with educational financial support provided by <name industry>'.

Material announcing Industry Science Exchange sessions will only be distributed by:

1. E-mailing to the pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the ECNP Congress website with digital versions of all the invitations for industry sessions produced by the companies.
2. Two designated locations at the congress venue for promotion posters of Industry Science Exchange sessions, with space for leaflets.
3. Standing banners outside entrance (at the main entrance of the room allocated for Industry Science Exchange sessions).
4. Handing out material from the exhibition stand.
5. Handing out material from the table at the entrance of the room of Industry Science Exchange sessions

A PDF version of all printed material used in relation to Industry Science Exchange sessions must be sent for approval by 1 August 2020 at the latest to congress2020@ecnp.eu for the attention of Melinda Spitzer. A response will be given within 5 (five) working days. Further details will be given in the Industry Manual, to be published in April 2020.

2.12 Registration faculty

It is mandatory to register the speakers of your Industry Science Exchange session through the online individual or group registration link at the ECNP Congress website.

Please note that ECNP faculty members cannot be registered through a group. They are registered through ECNP. 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, ECNP cannot be held responsible should such an incident occur.

2.13 Catering

For the 33rd ECNP Congress the official catering supplier is MOTTO Catering.
Limited catering is allowed but is restricted to finger food and non-alcoholic beverages. Catering for Industry Science Exchange sessions is only allowed within the assigned room. Extensions beyond the assigned time slot are not allowed under any circumstances. The venue does not allow you to bring your own food or beverages into the building.

Further details will be given in the Industry Manual, to be published in April 2020.

3. Industry Product Theatre Sessions

Hands-on Industry Product Theatre sessions (30 minutes) provide an interactive forum for engaging with participants on a broad range of issues, including new treatment approaches, the uses of specific medications, clinical insights, innovative services and product demonstrations.

Organisers of an Industry Product Theatre session will be charged a fixed fee of EUR 15,300 (excl. VAT). Organisers are entitled to 2 (two) industry staff badges per time slot free of charge. The sessions will take place in a separated area within the exhibition area.

All other costs will be covered by the organiser of the Industry Product Theatre.

3.1 Time slots

Industry Product Theatre time slots	
Sunday 13 September 2020	12.00-12.30
Monday 14 September 2020	12.00-12.30
Tuesday 15 September 2020	12.00-12.30

3.2 Room set-up

The location is equipped with the following AV-set up, furniture and congress staff:

- 1x sound system with 1x lectern microphone and 1x wireless HH-microphone
- 1x stage with 1x lectern
- 1x 75inch LCD screen with 1x laptop (comes with Office 2013)
- 40x cardboard stools
- 1x badge-checker at the entrance

* Badge-checker will be available 30 minutes prior to the start of the industry session and remain until the end of the session.

Please note that this standard set-up can under no circumstances be changed to fit individual requirements, since this might jeopardise the set-up for the scientific sessions. The organiser will have access to the room half an hour before the start of the session and the room needs to be cleared immediately after the session.

3.3 How to apply

Companies interested in organising an Industry Product Theatre session can submit their application through the online submission form by 15 December 2019 at the latest.

Organisers must adhere to gender (50%) and country balance in their programme.

During submission the following information needs to be provided:

- Topic of the session
- Title of presentations (if applicable)
- Speakers

- Outline of the session, including means by which interaction with participants is created
- Preferences of times slots

The information provided will be treated confidentially.

Please note that no unusual abbreviations and trade names are permitted in the title of the Industry Product Theatre session and the presentation titles. However, generic names may be used.

3.4. Procedure after completing the application

Information about the assessment of the programme by the Scientific Programme Committee (SPC) will be sent out 1 February 2020 at the latest. Preferred time slots as indicated by the industry will be taken into account as much as possible. In case we receive more applications than the three time slots available, industry also exhibiting will be given priority.

Before 1 March 2020 the final allocation of time slots will be circulated.

3.5 Procedure for changes in the pre-programme

In the event that there are changes to an approved programme, the changes must be sent to ECNP for approval. It is mandatory to submit a final version for publication and send a biography with photographs of the speakers to ECNP before 15 April 2020 at the latest.

3.6 Rules for faculty

As is the case with the ECNP scientific programme, faculty members can give a presentation during **one** industry session (Industry Satellite Symposium/Industry Science Exchange/Industry Product Theatre) only. In addition, they can only chair one (other) industry session, if the schedule allows it. It is mandatory for organisers to adhere to gender (50%) and country balance in their programme.

This rule does not apply to members of the ECNP Executive Committee or members of the Scientific Programme Committee of the 33rd 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 provisional 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 ECNP. ECNP will not be in direct contact with the speakers.

3.7 Accreditation

Industry Product Theatre sessions will not be granted for CME accreditation.

3.8 Disclosure

ECNP requires speakers, chairs and poster presenters in the scientific programme of ECNP and in the industry sessions to disclose potential conflicts of interest. This information 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.

3.9 Enduring material, recording (audio and image) and live streaming

ECNP gives permission to re-use the content of the programme of an Industry session to create enduring material and allows recording (audio and image) of an industry session by the industry in principle and if possible, from a logistical point of view. ECNP allows live streaming. Recording and live streaming is permitted, provided that:

- This activity does not, in any way, cause a 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.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'recorded during the Industry Product Theatre session on the occasion of the 33rd ECNP Congress with financial support provided by <name industry>'.
- A reference is made that the content is not necessarily the opinion of ECNP.

If the approved industry session is to be streamed live, every effort will be taken by ECNP to provide a time slot for a short technical rehearsal in the session room.

3.10 Outline submission

It is possible to submit an outline for the Industry Product Theatre programme and outlines of the presentations (the programme approved by the Scientific Programme Committee) will be available in the programme on the ECNP Congress website and app.

Outlines should be submitted online through a special webpage. The deadline for submitting the outlines is 1 April 2020.

3.11 Printed material (including digital material, etc.)

Printed material of the Industry Product Theatre session must have the name of the industry involved on the cover of printed matter, on the poster and on the first page of electronic material, in the following wording 'Industry Product Theatre session on the occasion of the 33rd ECNP Congress with financial support provided by <name industry>'.

Material announcing Industry Product Theatre sessions will only be distributed by:

1. E-mailing to the pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the ECNP Congress website with digital versions of all the invitations for industry sessions produced by the companies.
2. Two designated locations at the congress venue for promotion posters of Industry Product Theatre sessions, with space for leaflets.
3. Standing banners outside entrance (at the main entrance of the room allocated for the Industry Product Theatre session).
4. Handing out material from the exhibition stand.

A PDF version of all printed material used in relation to Industry Product Theatre sessions should be sent for approval by 1 August 2020 at the latest to congress2020@ecnp.eu for the attention of Melinda Spitzer. A response will be given within 5 (five) working days. Further details will be given in the Industry Manual, to be published in April 2020.

3.12 Registration faculty

It is mandatory to register the presenter(s) of your Industry Product Theatre session through the online individual or group registration link at the ECNP Congress website.

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

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. ECNP cannot be held responsible should such an eventuality occur.

3.13 Catering

It is not allowed to provide catering during an Industry Product Theatre session.

4. Payment and Cancellation Policy

Payment terms and conditions
For industry sessions a deposit of 50% of the total fee is requested on application. After ECNP has received the application the industry 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 2020. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in time, the allocated industry session 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 industry session(s) are required to observe all payment deadlines as stated in these ECNP Industry Sessions Guidelines and/or on the invoices. The Stichting 33rd ECNP Congress is entitled to cancel the participation of any industry that fails to comply with these deadlines.

VAT
Dutch VAT will be charged in accordance with European legislation.

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

In the event of cancellation, the following policy will apply:
- 50% of the total amount will be refunded for cancellations made before 1 March 2020
- No refund for cancellations made on or after 1 March 2020

Refunds will be made as soon as possible after receiving the written cancellation confirmation.

5. Rules and regulations

All companies involved in the 33rd ECNP Congress should adhere to the rules in this document, the Industry Sessions Guidelines, the ECNP Industry Rules and Regulations and the ECNP privacy and data security policy.