Rules and regulations for speakers and chairs
EAACI Annual Congress 2020

EAACI wants to avoid any double bookings of speakers and chairs within the industry symposia. Therefore, all sponsors are required to adhere to the specified Rules & Regulations:

Chairpersons / Speakers / Presenters

• The role of Chairpersons is to ensure that scientifically balanced information is presented during the scientific programme and that discussions are unbiased.

• Chairpersons should give an introduction at the beginning of the session and summarise the content of the scientific programme at the end.

• Chairpersons and Speakers are expected to be present during the entire duration of the scientific programme and must not be engaged in more than one activity per time slot.

• Chairpersons and Speakers may not participate in two parallel Industry Sponsored Sessions. In this case, the two companies concerned, and the respective Speakers will be informed and requested to resolve the situation. It is the responsibility of the session sponsor to ensure that there is no scheduling conflict for Speakers. The EAACI cannot be held responsible for any scheduling conflict.

• The Chairperson and Speakers submissions will be handled on a first come, first served basis within the respective sponsor categories. EAACI Founder Sponsors should not confirm/invite any speakers or chairs until they have received approval via email from EAACI.

• Should any CSS speaker/chair invitation clash with an EAACI scientific session, EAACI has priority choice over the sponsoring company session.

• A company may submit a maximum of three chairpersons and five speaker names per symposium.
• Each person may chair only one CSS and speak in only one CSS during the entire congress period.

• A speaker/chair may only participate in one Satellite Symposium per day. Session hopping of chairs/speakers will not be permitted.

• A speaker/chair may only participate in one Mini Symposium per day. Session hopping of chairs/speakers will not be permitted.

• Speakers of a CSS are not permitted to be part of the faculty of a CSMS. This rule is considered invalid if the CSS and CSMS are sponsored by the same company.

• Chairpersons and Speakers should receive the complete programme of the Industry Sponsored Session they are involved in at least one week before the session.

Patient Participation

• Industry symposia are not accessible to patients, patients’ advocates and members of the general press for compliance reasons.

• Industry symposia are focusing on scientific data presentation/exchange and the contribution of patients is considered to be important but personal and non-scientific.

• Statements recorded prior to the congress may be used and included in the Industry symposia but may only be recorded and used in line with the legislations of the host country of the congress as well as of the patient’s home country.
Session identification number

A session number is assigned to identify each Industry Sponsored Session.

This session number must be included in all communications with the EAACI. Communications that do not contain this session number will not be treated with the same efficiency.

Industry Sponsored Sessions are announced in all publications as “sponsored by company X”. Session sponsor can use different wording to announce the session on promotional material. EAACI approval is mandatory.

Industry Sponsored Session

Faculty management policy
Chairpersons with mutual services/appointments and Speakers involved in EAACI scientific sessions benefit from free registration and in specific cases, may benefit also from accommodation/travel costs being covered by EAACI (the level of reimbursement for accommodation and travel depends on the place of residence and activities of the speaker/chair during the EAACI Annual Congress).

The EAACI Faculty management policy does not apply for Faculty participating in Industry Sponsored Sessions. The sponsor must contact the Chairpersons/Speakers/Presenters involved in their sponsored session(s) with regards to their Faculty contracts and congress participation.

Faculty engagement
For Faculty only involved in Industry Programmes, the EAACI will facilitate contact between Industry Sponsored Session organisers to discuss Faculty arrangements amongst themselves. Nevertheless, the EAACI will not engage in communication on Faculty arrangements and expense management with Industry Programmes.

Please note that the EAACI reserves all rights to modify its Programme and Faculty at any time without prior notification, the EAACI Scientific Programme will reflect the changes made.
Disclosure of conflict of interest

Declaration of interest will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.

• The Scientific Programme Committee requests Faculty to declare all possible interest.

• The session organiser confirms that all Chairpersons/Speakers participating in their programme have fully agreed to provide the session organiser with all potential conflicts of interest that may arise from their presentations.

• The existence of potential conflicts of interest does not necessarily indicate a bias. However it is our ethical obligation to inform organisers and participants so that they are made aware of any relationship that might cause unintentional bias. The disclosure of interest should detail existing relationships with the sponsor of the Symposium or related organisations or companies.

• A potential conflict of interest may arise from various relationships, past or present, such as employment, consultancy, investments and stock ownership, funding for research, family relationship etc.

• Chairpersons/Speakers are requested to declare interest regarding their current presentation/topics on their first slide and provide the audience with necessary time to read this slide.

In case of any questions, please do not hesitate to contact us at any time.
Email: eaaci2020sponsorship@eaaci.de

The content of this document is subject to change.