GUIDELINES FOR CHAIRPERSONS
FOR INTERNATIONAL CONFERENCES
AND TRAINING COURSES

A. ESH International Conferences and Training Courses: programme development

- Chairpersons are expected to keep in mind that all ESH meetings must be scientifically relevant and financially viable.
- Each project should have a maximum of 2 or 3 chairpersons from different geographic locations.
- There should be a maximum of 25 speakers.
- Programmes should be interactive with plenty of time allocated for discussion (20 minute discussion periods). Scientific interaction is an important objective of these meetings. The programme should include Simultaneous Meet the Expert Sessions, Controversial Debates, Mentored Poster Walks etc...in order to ensure the interaction mechanisms.
- Chairmen will make sure that speakers respect time scheduled
- For budgetary reasons ESH will cover travel costs for a maximum of 4 non-European speakers.
- Speakers are expected to be onsite throughout the meeting.
- Speakers and co-chairs should be informed that they are expected to contribute a 2-3 page summary of their lecture and a list of references to guide further reading to the meeting’s informal teaching manual.
- Promotional and fundraising activities should begin 12 months before the meeting begins. Chairs must be actively involved in fundraising from the start.

B. Scientific Programme:

ESH Chairpersons are responsible for development of the scientific programme of their event, in collaboration with their co-chairs and in accordance with ESH guidelines. The programme will be circulated to the members of the ESH Scientific Committee for approval. Thereafter, the ESH office will begin the organizational aspects of the meeting, in close collaboration with the conference chairpersons.

C. Abstracts:

If there has been a call for abstracts for poster presentations and/or short oral communications, the Chairpersons are responsible for the review process. They will receive from the ESH Executive office all necessary information, materials and support.

D. Fundraising:

ESH Chairpersons are expected to actively contribute to fundraising for the event. They should write to their contacts in the different pharma and biotech companies to inform them of the event and invite them to support it, putting the ESH Executive office in copy. This will provide the ESH office with an initial introduction and will allow them to ensure follow-up.

E. Promotion:

ESH Chairpersons are expected to contribute to promote the meeting, in collaboration with the ESH Executive Office. ESH will provide the chairpersons with flyers, posters, and electronic announcements. Chairpersons can also send the ESH office any listing they may be able to share, in which case the ESH office will circulate information on the upcoming conference.
DEFINITIONS:

a) **International Conferences** are high-level meetings that often encompass scientific, clinical aspects and therapeutic aspects. They generally last for 2.5 days, beginning on a Friday afternoon and ending on the following Sunday before lunch.

Chairpersons are free to structure their programme as they feel best. However, it may be helpful to know that the following have worked well in the context of international conferences:

- Plenary sessions
- Keynote lectures
- Poster sessions
- Short oral communications from selected abstracts
- Case study presentations
- Controversial debates
- Small, simultaneous Meet the Expert sessions (pre-registration)

These conferences usually welcome 250-500 participants.

There is usually a small commercial exhibit. Corporate symposia are organized at some meetings.

b) **Training Courses** are meetings with an educational, state-of-the-art focus.

They are generally three-day, full immersion meetings.

Chairpersons are free to structure their programme as they feel best. However, it may be helpful to know that the following have worked well in the context of Training Courses:

- Plenary sessions
- Case study presentations
- Short communication from selected abstracts or case studies
- Simultaneous, small Breakfast Meet the Expert Sessions
- Thematic dinner: a specific topic allocated to each table discussion led by one or two faculty members

These training courses usually welcome between 150 to 200 participants.

There is usually a small commercial exhibit at Training Courses.
ROLE OF THE ESH EXECUTIVE OFFICE

The Executive Office will support ESH meeting Chairpersons, assuming all the administrative tasks related to the event and following-up on fundraising once the initial introduction has been made by the meeting Chairpersons.

This notably includes:

- sending letters of invitation to the speakers
- organizing faculty travel and accommodation
- collecting materials for the ‘Teaching manual/Book of summaries’
- circulating call for abstracts; prepare of abstracts received for review; convey to conference chairpersons; circulate the results as appropriate.
- promoting the event
- receiving requests for registration and ensuring follow-up
- actively contributing to fundraising
- identifying and reserving the venue and all related facilities
- sending invoices, receiving monies and pay bills
- circulating letters of thanks to the faculty
- generally remaining at the disposal of the meeting Chairpersons for any assistance they may need in relation to the event.