

ESC Congress: Regulations for Invited Speakers and Chairpersons

These regulations apply to all invited speakers and chairpersons for all sessions organised by the Congress Programme Committee, the ESC Councils, the ESC Associations and Working Groups.

- Since the European Society of Cardiology has no funds to support travel and hotel accommodation, there will be no reimbursement for travel expenses or hotel accommodation.
- No honorarium will be paid.
- The congress registration fee for Invited Speakers, Chairpersons and ESC Fellows included in the Fellowship fee will be waived.
- All invited speakers and chairpersons must register and book a hotel room via "My Agreement" through the "MyEsc" online services, using the link provided in their invitation to give a lecture/chair a session (this will NOT be made automatically).
- All participants have to make their own travel arrangements.

Speakers:

- cannot speak twice in the same session
 - cannot speak in two sessions at the same time
 - should not give more than two talks as invited speakers (excluding Industry satellites and workshops, abstract, FOCUS and special sessions)
 - must be available until the end of the session
- no abstracts will be required for any invited presentation
- the length of your talk should not exceed the time allocated
- audiovisual guidelines will be made available later on

Chairpersons:

- should not accept to chair more than two sessions (excluding Industry satellites and workshops, abstract, FOCUS and special sessions)
- should not give a lecture in the session they chair (excluding Industry satellites and workshops)
- cannot speak in or chair another session at the same time
- at least one chairperson should have expert knowledge about the topic
- both chairpersons should be fluent in English

Speakers and chairpersons:

- not more than two persons in a particular programme should come from the same country and not more than one person from the same institution

Format of the sessions:

- **a 90-minute session:**

4 speakers:

- a 17-minute presentation each followed by a 5-minute discussion each or
- a 10-minute presentation each followed by a 5-minute discussion each + a 30-minute general discussion (round table/forum)

5 speakers:

- a 13-minute presentation each followed by a 5-minute discussion each

- **Debate: a 90-minute session**

- 1st statement
- Pro: 15 minutes
- Contra: 15 minutes
- Rebuttal
- Pro: 5 minutes (3 slides maximum optional)
- Contra: 5 minutes (3 slides maximum optional)
- Conclusion: 5 minutes

- 2nd statement
- Pro: 15 minutes
- Contra: 15 minutes
- Rebuttal
- Pro: 5 minutes (3 slides maximum optional)
- Contra: 5 minutes (3 slides maximum optional)
- Conclusion: 5 minutes

- **How-to Session**

daily practice oriented session, with 2 speakers who will give a 15-minute presentation each followed by a 30-minute discussion each.

Disclosure of Conflict of Interest

The Congress Programme Committee requests speakers, chairs and poster presenters to disclose potential conflict of interest. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation. Chairs are requested to disclose potential conflicts of interest regarding the topics of the presentations during their session in the first slide of the session. Poster presenters are requested to disclose potential conflicts of interest regarding their current poster presentation at the bottom of their poster. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.

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.