



EHRA Joint Session Procedure

A. What is an EHRA joint session?

An EHRA joint session is a session programmed jointly between the EHRA and one EP National Cardiac Society (NCS)/ Working Group (WG)/Association identified as the local organizing body.

A joint session takes place during the annual national congress or meeting of the EP WG, association or the NCS in the case the WG does not have its own annual meeting.

Both entities collaborate on the scientific content and the appointment of speakers.

B. Requirements

The request needs to fulfill the following requirements.

1/ Faculty

50% of the speakers should be representing the EHRA and the other 50% representing the local organizing body – EP WG/NCS/association.

The session should equally be chaired by the EHRA and the local organizing body.

All faculty members must have EHRA Membership. In addition, the faculty members representing EHRA must be either current EHRA Board or EHRA committee members or current regular faculty in EHRA courses or other main events of EHRA.

2/ Scientific Programme

The scientific programme and speakers are suggested by the EP NCS/WG/association and need to be approved by the EHRA National Cardiac Societies Committee Chair or Co-Chair.* The EP NCS/WG/association may propose EHRA representatives. **However, the EP NCS/WG/association must not contact EHRA representatives and/or send out invitations before official approval by EHRA is communicated by email by EHRA staff.** After approval, the EP NCS/WG/association may send the official invitation to the EHRA Faculty (i.e final Faculty approved by EHRA NCS committee).



C. EHRA Faculty expenses

EP NCS/WG/association is strongly encouraged to cover the costs of travel and accommodation of the EHRA Faculty.

When not covered by the local organizing body speakers' travel will only be arranged and covered according to the EHRA/ESC travel policy and allocated budget**. This is only possible for a limited number of EHRA sessions / year.

D. Submission process

Joint sessions proposals are approved by the EHRA National Cardiac Societies (NCS) Committee.

In order for the request to be considered for approval, it needs to follow the following application process:

1/ Submission

The request should be submitted formally by the local organiser (from 1 of the 57 ESC member countries) and addressed to the EHRA NCS Committee Chair in office through the dedicated application form call for applications. **The open application periods are running usually in April year N for events taking place in Q4 of year N and 1st quarter year N+1 and between September-October year N for events taking place in Q2 and Q3 of year N+1.**

2/ Selection process

Submitted sessions will be considered for selection only if fully completed and submitted via the dedicated application form and within the application period stated above. Any applications received by any other means or outside of the application period will not be considered.

Selection and approval will be based on the scientific programme, proposed speakers and available budget. Priority will be given to EP NCS/WG/associations fulfilling one or more of the following conditions:

- EP NCS/WG/associations having an active EHRA bulk membership.



- EP NCS/WG/associations who are additionally (not exclusively) willing to host and sponsor an EHRA Young EP session.

An EHRA Young EP joint session is a session programmed jointly between the EHRA Young EP committee and the Young EP committee of the EP NCS/ WG/ Association identified as the local organising body. As for the traditional joint session, 50% of the speakers should be representing the EHRA (selected by the EHRA Young EP committee) and the other 50% representing the local organising body – EP NCS/ WG/association. The session should equally be chaired by the EHRA and the local organizing body. All faculty members must hold an active EHRA Membership. In addition, the Young EP faculty members representing EHRA must be either current EHRA Young EP national ambassadors or EHRA Young EP committee members or current regular faculty in EHRA courses or other main events of EHRA. The EP NCS/WG/association is encouraged to cover the costs of travel and accommodation of the EHRA Faculty. The rules on EHRA joint sessions detailed in the previous sections of this document also apply to the application process of the EHRA Young EP joint sessions.

The budget constraint rule is not applicable for joint session proposals where the costs of EHRA Faculty are covered solely by the local organiser.

There is no upper limit for the number of accepted joint sessions per application period, provided that the joint sessions are approved by the EHRA NCS Committee. However, for joint sessions requesting EHRA financial support, please note that the number of accepted sessions depends on ESC /EHRA Travel policy and available/ESC/Annual budget.

In order to ensure fairness and rotation between countries, for Joint sessions requesting financial support, priority will be given to requests that have not benefited yet from EHRA support and/or that have not benefited from an EHRA Joint session in the last 3 years. This applies of course on top of fulfilling the above-listed requirements.

3/ Decision

All complete applications are subject to selection and approval by the EHRA NCS committee members who have been appointed for this task and form the **'EHRA NCS Committee's Joint session Selection Taskforce'**.

A reply and decision will be provided to all requests submitted between 4 to 6 weeks after the application deadline.



Once approval is provided by the taskforce, the EHRA will:

- send an official confirmation to the local organiser
- provide the EHRA logo and any other useful additional promotional material
- promote the event on the ESC website in the ESC World Cardio Agenda and EHRA bulletins or newsletters when this is feasible

4/ The joint session local organiser will:

- allow time at the beginning of the joint session or any other comparable event during the meeting for the EHRA faculty to present some information on EHRA and the benefits of EHRA membership (5-10 min presentation)
- disseminate information electronically on benefits of EHRA membership among participants of the meeting where the joint session takes place.
- Also, in case of an EP NCS/WG/association leadership and/or members' meeting taking place at the congress, the joint session local organizer will be encouraged to arrange a meeting between EHRA faculty and representatives of the EP NCS/WG associations.
- EP NCS/WG associations are encouraged to further include EHRA representatives in the rest of their scientific program as Abstract Chairs etc., depending on availability of EHRA representatives.

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**Please note that EHRA can request to check any electronic or print information announcing the event, including preliminary or final programmes.*

*** Usually, EHRA speakers appointed for the joint session should already be attending the national meeting otherwise. However, if needed, the EHRA may cover the travel costs (flight, accommodation and catering) according to ESC/EHRA available budget.*