

Heart Failure Association (HFA) of the European Society of Cardiology

Constitution and Rules for Management

BYLAW 2

POLICY FOR HFA ANNUAL CONGRESS SPEAKER/CHAIRPERSON TRAVEL EXPENSES

1. HFA of the ESC President, Vice President, Congress Scientific Chairmen

Travel Assistance: Travel expenses reimbursed after the congress upon receipt of the original tickets.

Accommodation: HFA of the ESC covers a maximum of 4 nights in the dedicated Faculty Hotel (on a B&B basis).

Registration: Free of charge

Social Event: Invited to Faculty Dinner (spouses included)

On site expenses: No personal expenses covered

Accompanying person: HFA of the ESC doesn't cover any expenses of the Accompanying persons.

2. HFA of the ESC Board members (All must be active in Scientific Programme as Speaker/Chairperson)

If HFA Board members are also involved in Satellite or Meet the Expert Sessions, please refer section 4.

Travel Assistance*: Travel expenses reimbursed after the congress upon receipt of the original tickets. Travel for Chairpersons with only 1 role won't be reimbursed.

Accommodation*: HFA of the ESC covers a maximum of 4 nights in the dedicated Faculty Hotel (on a B&B basis).

Registration: Free of charge

Social Event: Invited to Faculty Dinner (spouses included)

On site expenses: No personal expenses covered

Accompanying person: HFA of the ESC doesn't cover any expenses of the Accompanying persons.

*Individuals are encouraged to seek alternative industry support to lower event expenses.

3. Speakers & Chairpersons of regular HFA scientific sessions (not satellites)

If speakers/Chairpersons are also involved in Satellite or Meet the Expert Sessions, please refer section 4.

3.1. Speakers/Chairpersons from Europe and Middle East

Travel Assistance*: Travel expenses (only in economy class) reimbursed after the congress upon receipt of the original tickets and up to a maximum of 800 euros (VAT included). If cost of the flight is less than 800 euros, the exact amount of the tickets is reimbursed only. For expenses more than 800 euros, the difference is at the expense of the Invited Speakers/Chairpersons.

Accommodation*: HFA of the ESC covers a maximum of 3 nights in the dedicated Faculty Hotel (on a B&B basis).

Registration: Free of charge

Social Event: Invited to Faculty Dinner (spouses included)

On site expenses: No personal expenses covered.

Accompanying person: HFA of the ESC doesn't cover any expenses of the Accompanying persons.

*Individuals are encouraged to seek alternative industry support to lower event expenses.

3.2. Speakers/Chairpersons from out of Europe (USA, Australia, Asia)

Travel Assistance*: Travel expenses reimbursed after the congress upon receipt of the original tickets and up to a maximum of 4000 euros (VAT included). If cost of the flight is less than 4000 euros, the exact amount of the tickets is reimbursed only. For expenses more than 4000 euros, the difference will be at the expense of the Invited Speakers/Chairpersons.

Travel will be organised by the HFA Secretariat in collaboration with the Speakers/Chairpersons in order to find the best flight price.

Travel for Chairpersons with only 1 role won't be reimbursed.

Accommodation*: HFA of the ESC covers a maximum of 3 nights in the dedicated Faculty Hotel (on a B&B basis).

Registration: Free of charge

Social Event: Invited to Faculty Dinner (spouses included)

On site expenses: No personal expenses covered

Accompanying person: HFA of the ESC doesn't cover any expenses of the Accompanying persons

*Individuals are encouraged to seek alternative industry support to lower event expenses.

4. Speakers and Chairpersons of HFA regular scientific sessions also involved in Satellite/Meet the Experts Sessions

Travel Assistance: Covered by the company organising the Satellite Session/User Group

Accommodation: Covered by the company organising the Satellite Session/User Group

Registration: Free of charge

Social Event: Invited to Faculty Dinner (spouses included)

On site expenses: No personal expenses covered

Accompanying person: HFA of the ESC doesn't cover any expenses of the Accompanying persons

N.B.: Exception is made for the HFA Presidents and Scientific Chairmen whose expenses are covered by the Congress Organisation.

5. Speakers and Chairpersons only involved in Satellite Sessions

Travel Assistance: Organised and covered by the company organising the Satellite Session/User Group

Accommodation: Organised and covered by the company organising the Satellite Session/User Group

Registration: Organised and covered by the company organising the Satellite Session/User Group

Social Event: Not invited to the Faculty Diner

6. Clinical Trial Forum Discussants

No advantages.

7. Scientific Committee Members not-Speakers/not-Chairpersons

No advantages.

8. Late Breaking Trial Speakers

No advantages