

# Involvement of a WG in scientific meetings

	Sessions during the Annual ESC Congresses	Meeting organised by a WG	Meeting co-organised with a WG	Scientific Programme jointly organised with a WG	One or more session(s) organised by a WG	Endorsement of the scientific programme of an external meeting by a WG
Scientific responsibility	Full	Full	Shared with co-organiser	Full	Yes (for the session only)	Full
Organisational responsibility	No	Full	Shared with co-organiser	No	No	No (under responsibility of the organiser)
Financial responsibility	No	Full (WG or PCO must provide detailed Balance sheet)	Shared with co-organiser	No	No	No (under responsibility of the organiser)
Process	Given by CPC	Under the WG responsibility	Sharing conditions to be defined prior the meeting & written on a mutual agreement or contract.	Under the responsibility of all organisers involved	Under the responsibility of all organisers involved	Nucleus must review and endorse the scientific programme. A written proof of endorsement must be provided by the WG chair <u>TWO months</u> prior the meeting A specific form must be completed
Pre-Meeting Promotion (electronic & printed docs)	WG Web site only	- WG Web site -Meeting programme	Mutual promotion on both web sites. Both Logos must appear on meeting programme	Mutual promotion on both web sites. Both Logos must appear on meeting programme	Mutual promotion on both web sites. Both Logos must appear on meeting programme	Mutual promotion on both web sites. Both Logos must appear on meeting programme
E-newsletters & E-mailing campaigns	WG headlines Emailing to members	WG headlines Emailing to members	WG headlines Emailing to members	WG headlines Emailing (case by case)	WG headlines Emailing (case by case)	WG headlines Emailing (case by case)
On-Site Promotion (To be negotiated)		Stand or Info table with WG SlideShow WG Flyer inserted in delegate bag.	Stand or Info table with WG SlideShow WG Flyer inserted in delegate bag.	Stand or Info table with WG SlideShow WG Flyer inserted in delegate bag.	Stand or Info table with WG SlideShow WG Flyer inserted in delegate bag.	Stand or Info table with WG SlideShow WG Flyer inserted in delegate bag.
Official sentence to be used	N/A	" Meeting organised by" followed by the WG Logo	"Co-organised with/by" followed by the WG Logo	"Scientific Programme jointly organised with" followed by the WG Logo	"Session organised by ESC Working Group on" The use of a WG logo is optional and depends on the proportion of the contribution.	"Scientific Programme endorsed by" followed by the WG Logo