

## INDUSTRY-SUPPORTED SYMPOSIUM & EXHIBITION REGULATIONS

The **CED/NOF IADR Oral Health Research Congress** involves a two-and-half day programme of oral and poster presentations, as well as symposia covering a broad and balanced spectrum of scientific topics related to oral health research. CED/NOF-IADR intends to hold a high scientific standard at all times. This document therefore lists the general regulations regarding the organisation of industry-sponsored symposia and exhibition.

All sponsors are bound by these regulations. All issues and questions not covered by these regulations shall be subject to final judgement and decision by the CED-IADR Board (who is the organiser) and/or the Organising Committee, and may be amended at any time.

Please feel free to contact [ced.iadr@uzleuven.be](mailto:ced.iadr@uzleuven.be) if you have any questions.

### TO SUBMIT A SYMPOSIA PROPOSAL

- A **company contact person** and a **symposium coordinator** ('neutral' person (e.g. any CED/NOF-IADR division Board Member); not affiliated to the sponsoring company) must be appointed. The latter must ensure that the symposium proposal is completed in accordance with these symposium regulations.
- The symposium coordinator consults with the company contact person before completing the '**2023 symposium proposal form**', which includes:
  - the proposed symposium title (limited to **10 words**);
  - the preferred time slot of the symposium (three slots in order of preference);
  - the proposed speakers with a tentative lecture title, speaker affiliation and full contact details;
  - the proposed symposium chair(s) (not affiliated to the sponsoring company).
- The symposium coordinator/sponsoring company submits the '**2023 symposium proposal form**' to [ced.iadr@uzleuven.be](mailto:ced.iadr@uzleuven.be). Only fully completed forms will be considered for a CED-IADR/NOF industry-sponsored symposium.
- Each symposium proposal needs to be **approved by the Organising Committee and CED-IADR Board**, the latter having the final word. Both bodies have the right to refuse one or more speaker(s) and/or lecture-topic proposal(s), as well as to propose or request (an) alternative speaker(s)/lecture topic(s).
- Each proposed **speaker** should be **contacted tentatively** to ensure that he/she is available/willing to contribute to the symposium should the proposal be approved.
- Once the symposium proposal is accepted by the Organising Committee and CED-IADR Board, a **notification of acceptance** will be sent to the symposium coordinator. The company contact person or symposium coordinator must inform the speakers and formally request their final agreement to lecture at the respective CED/NOF-IADR symposium.

- It is the responsibility of the symposium coordinator to ask the speakers to prepare a **300-word abstract** (preferable in a word document) including
  - presenter picture
  - presenter contact details (email, telephone, affiliation)
  - short CV
  - affiliation
  - co-authors & affiliation

regarding their lecture and email it to [ced.iadr@uzleuven.be](mailto:ced.iadr@uzleuven.be) until the abstract submission deadline **(21/04/2023)**

### SYMPOSIUM REGULATIONS

- Each symposium and its lectures should be based on sound independent research and scientific data. **No commercial advertisement for products is allowed.**
- Each symposium involves a **two-hour slot**; no overtime is allowed considering the parallel congress programme set-up. **Symposium time slots** will be allocated on a 'first come, first served' basis. The reference date is that of the received, completed & signed '2023 symposium proposal form' and order form (see Sponsor Guide).
- Each symposium involves **up to three lectures**.
- **No brand names** can be mentioned in the symposium title, nor in the lecture titles.
- **No commercial advertisement is allowed within the lecture hall. No commercial leaflets may be put beforehand on the lecture-hall chairs, nor may they be distributed to the symposium attendants during the lecture. Commercial advertisement is only allowed in the virtual exhibition area.**
- **Video recording of symposium lectures is not allowed**, unless agreed otherwise with the organising committee.

Please note that on Wednesday, there are no oral/poster presentations and symposia planned. Only board meeting(s) and award competition(s) will take place in the afternoon.

### SYMPOSIUM CHAIR RESPONSIBILITIES

- The symposium chair **may not be related/affiliated to the sponsoring company**.
- The symposium chair must **keep strictly to the agenda**, making the speakers aware if they go over the scheduled time.
- The symposium chair must ensure that **sufficient discussion time** is provided (at least 15 minutes) at the end of the symposium. The chair may also opt for a short 5-minute discussion following each speaker's presentation.
- The symposium chair makes sure that all symposia regulations (see above) are followed during the symposium.

## SYMPOSIUM SPEAKERS REGULATIONS

- The proposed speakers must be affiliated to **different institutions**.
- **Exceptionally company scientist** may be proposed as a symposium speaker on the condition that the scientist possesses a special scientific expertise. The CED-IADR board/Organising Committee must approve the company scientist presentation. The company-related speaker must clearly identify his/her affiliation at the start of the lecture.
- The speaker may **not solely (directly)** present a **company product**.
- Each lecture may **not solely be a repetition** of an oral/poster presentation given at the same congress. A short reference to the oral/poster presentation is allowed.
- Speakers and congress participants receive priority to register for the social events, CED/NOF-IADR Welcome Ceremony & Reception and CED/NOF-IADR Friday Get-together (pre-registration required).

## COSTS AND FEES REGULATIONS

- CED/NOF-IADR will cover the **cheapest economy round-trip flight ticket up to 500 €** and **two nights of hotel accommodation**, as well as **waive the congress registration fee for up to three speakers per symposium**. All speakers are invited to participate in the **congress social events at no cost** (pre-registration is required). Please note that CED/NOF-IADR will only cover the abovementioned costs for three speakers. Any additional costs must be covered directly by the sponsoring company.
- **CED/NOF-IADR will book** the flights and two nights of hotel for each speaker and **contact the speakers individually**.
- In general CED/NOF-IADR prefers **European speakers**. The sponsor may propose one speaker from outside of Europe. If such speakers are approved, the cost for the flights will be reimbursed up to a maximum of 500 Euro per speaker (lump sum).
- Any additional/special needs that go beyond a common electronic presentation must be covered by the sponsoring company.
- **CED/NOF-IADR will not pay any lecture honorarium**; but could be offered by the sponsoring company (directly to the speaker(s)).
- **No financial support is provided for the chair person(s)**, but could be offered by the sponsoring company (directly to the chair person(s)).
- **Other company scientists** (not lecturer) must register individually; congress-registration fees apply.
- Depending on the sponsorship level, the sponsoring company will be assigned a certain amount of registration badges (see Sponsor Guide). Each person registered as an exhibitor for a company **must be employed by the sponsoring company** or have a direct business affiliation. Additional company personnel must register individually as participant.