

ESPGHAN Code of Conduct 2018/2019 ESPGHAN Annual Meeting

1. Organisation

The overall responsibility for the annual meeting of ESPGHAN lies with EUROKONGRESS GmbH. This includes the complete organisational work, such as registration and accommodation, abstract handling, sponsoring activities, exhibition, etc. ESPGHAN is responsible for the scientific content of the annual meeting.

2. Participating Companies

The exhibitor/sponsor company shall inform all subsidiaries, affiliates, third-party companies etc. involved on its behalf of the rules and regulations of the “Code of Conduct”. It is the exhibitor’s/sponsor’s responsibility – being the official contracted partner to EUROKONGRESS GmbH – that its subcontractors adhere to all rules and regulations. The organisers (EUROKONGRESS GmbH) will communicate exclusively with clearly identified third-party companies officially mandated by participating exhibitors and sponsors. Queries received from third party companies (i.e. communication and press agencies) which do not clearly indicate which company they are representing will not be answered.

3. Exhibition

The commercial exhibition is a major forum for the pharmaceutical, nutritional and medical equipment companies to create opportunities for presenting their company and their products to healthcare professionals and to researchers in related fields. Exhibition stands should therefore create the opportunity for the company to show and display information relevant to both the company and their products as well as other scientific information they may choose. Activities not related to the practice of medicine or biomedical research are deemed inappropriate under this Code of Conduct.

- Assignment of Space

Exhibition space will first be allocated to previous supporters and subsequently to other companies.

- Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface. The height limitation as communicated in the Exhibitors Service Kit must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).

- Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may



interfere with or be felt objectionable to attendees or other exhibitors. **The volume level must not exceed 70dB (A)** at the boundaries of the stand.

The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

- Stand Activities

“Meet the expert” sessions or press briefings at the stand are not allowed during the official scientific program. Activities for a maximum of 8 participants during coffee breaks are accepted. A request to hold such sessions must be submitted to EUROKONGRESS GmbH for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours with a limitation of 8 simultaneous participants.

- Recording

Taking pictures, filming and audio-recording in the exhibition halls is **not allowed for exhibitors**. Exhibitors may take pictures of their own stands but not of the stands of other exhibitors. All filming must be used solely for educational purposes and the copyright will be owned by ESPGHAN unless agreed otherwise in writing. **The company should in writing inform the organisers (EUROKONGRESS GmbH) of their intention to film, describing the subject and the purpose of the activity.** Filming and audio-recording will only be allowed once written confirmation is received by the applicant from the organisers.

- Give-aways and Printed Material

Give-aways and printed material may only be distributed within the space rented by the exhibitor in the exhibition hall or at satellite symposia. No such material may be distributed in any hotel used by the organisers (EUROKONGRESS GmbH). Printed announcements of sponsored events or other material may only be distributed beyond the exhibitor’s booth space with prior written agreement by the organisers (EUROKONGRESS GmbH).

Companies may only offer gifts (maximum value of EUR 20) preferably of educational or scientific value. Gifts with a value of not more than EUR 120 will be allowed for professional or patient education purpose. Textbooks and CDs are acceptable up to this value. Product identification is permitted on give-aways. It is the company’s responsibility to also adhere to any restrictions and/or limitations which may be applicable according to the legislation of the host country of the congress. Contests, lotteries, raffles are subject to the approval by the organisers.

- Space Integrity / Promotional Activities

Exhibitors are prohibited from publicising, distributing, and canvassing, and/or maintaining any activities, inducements, demonstrations, materials, or displays outside the space assigned to them, unless agreed otherwise in writing ahead of the activity.

- Product Disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by ESPGHAN.

- Exhibitor's Participation in Sessions

Participants registered as exhibitors will not be permitted to attend scientific sessions at the congress. Exhibitors interested in attending any scientific session must register as regular congress participants.

Exhibitors will receive complimentary exhibitor registrations. The number of complimentary registrations depends on the sponsorship package. The organisers (EUROKONGRESS GmbH) reserve the right to refuse applications of companies not meeting, or not having met on previous occasions, the standard requirements or expectations. The organisers (EUROKONGRESS GmbH) reserve the right to curtail or to close exhibits (wholly or partially) that reflect unfavourably on the character and the purpose of the congress.

4. Guidelines on scientific abstracts and their presentations at ESPGHAN Meetings

Abstracts submitted to ESPGHAN meetings should focus on scientific findings and must not be abused to promote products or companies. Any financial support by commercial companies and any ties to commercial companies such as employment and honoraria must be transparently disclosed. The use of brand names of commercial products should be avoided, unless the disclosure of brand names is necessary for the understanding of the abstract in which case the brand name should not be used more than once.

Oral and poster presentations should focus on the presentation and discussion of scientific data and not in any way be abused for marketing or advertising purposes. Any financial support by commercial companies any ties to commercial companies such as employment and honoraria must be transparently disclosed. The name of companies linked to the research should be disclosed but no company logos should be used in scientific presentations in order to avoid even the suspicion of undue promotional activities. The use of brand names of commercial products should be avoided, unless the disclosure of brand names is necessary for the understanding of the presentation in which case the brand name should not be used more than once.



5. Satellite Symposia Guidelines

Satellite symposia organised by pharmaceutical, medical device or nutritional companies will have, as their main objective, the communication of scientific material, which will enhance the knowledge of attendees. There will be no material inducement or publication of a reward to attend the symposium. Delegates may be sent special invitations and may be offered reasonable meal or drink serviced but no other reward to participants is allowed for attending a symposium.

Satellite symposium slots will be allocated by the organisers (EUROKONGRESS GmbH), taking into account previous support to the meeting, a balanced match of programme content, and other considerations that serve to support a successful ESPGHAN annual meeting.

The programme of a satellite symposium must be of general scientific content. The satellite symposium programme must be submitted to the organisers (EUROKONGRESS GmbH) in advance of the event. Deadlines apply! (Please also refer to the industry invitation for more information)

The chairperson of the satellite symposium should not be employed by or otherwise dependent on the sponsoring company but be a health care professional or academician not employed by a company related to the symposium. The chairperson has a responsibility to oversee that the messages and conclusions presented during the symposium are based on available scientific data. The sponsor should inform the chairperson(s) of this responsibility. In addition, the holder of a satellite symposium and the chairperson are jointly responsible for adhering to the assigned time slot of the symposium. All satellite symposia must be held at the congress venue during the official time slots offered by the organisers (see Industry Invitation). If any activities of a commercial partner are deemed to be in conflict with this policy or with the aims of the society, these will be assessed and will be treated in due course on a case by case basis.

- Advertising & Promotion of Satellite Symposia during the Congress

Satellite symposia programmes and invitations may only be distributed in the space rented by the exhibitor in the exhibition hall (if applicable) and at the entrance of the auditorium used for the satellite symposium **no more than 15 minutes before the start of the symposium**, unless otherwise agreed in writing with the organisers. Designated areas in high traffic locations at the congress venue may be made available to companies for displaying posters advertising their satellite symposia. The display of posters and visuals advertising satellite symposia during the congress will usually be limited to such designated areas, rented exhibition space, hospitality suites as well as staffed hospitality desks.

- Photos, Filming and Audio-Recording of Satellite Symposia

Any filming and audio-recording requires official permission from the organisers clearly outlining the purpose of the recording. Any such recording is permitted under the following conditions: in a written agreement between the company presenting the symposium and ESPGHAN it is be **confirmed that the captured material must be used only for educational purposes**. The company responsible for the symposium must inform their speakers and obtain written consent from their speakers directly.

The captured material should not be profit making or for commercial purposes or incur additional costs to the organisers of the conference. **ESPGHAN will retain the right of use for the captured material.**

- Live Broadcasting

Live and/or simultaneous broadcasting of satellite symposia **in any way is prohibited.**

- Delayed Broadcasting

For sound and image recording of satellite symposia (or parts thereof by any type of media) that are dedicated for presentation to a public or closed audience outside the congress, the company holding the satellite symposium is required to obtain formal acceptance from all speakers in writing and send it to the organisers at the latest 4 weeks before the congress. Satellite symposia must not be broadcasted in any way until the first Monday following the end of the respective ESPGHAN annual meeting. **Technical arrangements should be made first with the organisers (EUROKONGRESS GmbH) who will redirect the requests to the preferred audio/visual supplier.**

6. Press, Media and Publication

Press conferences, briefings of any kind or similar group events organised directly or indirectly by the pharmaceutical company may not be held in the congress centre and not be organised during the official scientific programme hours. All such events with groups larger than 8 participants **need the prior approval of the organisers** (EUROKONGRESS GmbH).

The use of the ESPGHAN name, ESPGHAN logo, and the congress logo in any fashion, by any commercial entity, for any purpose is expressly prohibited before, during and after the congress without prior written consent of ESPGHAN. The official congress logo without any modifications may be used on invitations for officially approved satellite symposia (see §4). It can be requested from EUROKONGRESS GmbH. The sponsor is obliged to submit a copy of the draft and of the final version of the invitation to the congress organisers.

Picture taking, filming and recording of the Scientific Programme or any part of it is not allowed unless approved in writing by the organisers (EUROKONGRESS GmbH).

Press and media interviews can be arranged on demand through the officially appointed ESPGHAN media agency (if applicable).

7. Internet Publication of Material

The guidelines for press, media and publications are likewise applicable for the publication of material and information on the internet. Given that all material presented at the congress is of public interest and not confidential anymore, ESPGHAN expects such publications to be accessible without prior registration to a site even if the registration is free.

8. Social Events

The social programme of a congress is an important part of the event itself. It creates the opportunity for participants from different countries to get together, to network, and to exchange information outside the busy scientific programme of the congress. However, exhibitors/sponsors are reminded that **social events must not be arranged during the official scientific programme hours** (see event website).

Transportation to social events must not depart prior to the end of the official scientific programme. Social events organised by the pharmaceutical or nutritional companies according to the "ESPGHAN Code of Conduct" may contain a "Welcome Introduction" not exceeding 15 minutes in total by a maximum of two speakers.

This introduction may be referred to in the invitation to the social event as "Introduction to...[SUBJECT]" and must not contain any product placement.

9. Legal Issues

Each exhibitor/sponsor is responsible for the material and information they make available at the congress. Exhibitors/sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the congress. To summarise, exhibitors/sponsors should address these issues and any conflicts arising from such matters directly among themselves as the organisers will never intervene or arbitrate in any way in legal issues.

10. Code of Conduct Enforcement

All companies must comply with the ESPGHAN Code of Conduct and general congress guidelines. Penalties will be applied when violations occur.

The procedure for policing and enforcing the violation system is as follows:

- Alleged violations will be reported to the congress organisers (EUROKONGRESS GmbH).
- Once the alleged violation has been duly considered by EUROKONGRESS GmbH, a representative of the relevant company will be invited to present the company's view. The final decision on the applicable penalty will be taken by the organisers.