



CED/NOF-IADR
2024 Oral Health
Research Congress
12 — 14 Sept 2024
Geneva, Switzerland

INDUSTRY-SUPPORTED SYMPOSIUM & WORKSHOP 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 is committed to maintaining a high scientific standard at all times. This document outlines the general regulations governing the organisation of industry-sponsored symposia and exhibition.

All sponsors are obliged to adhere these regulations. Any matters or inquiries not addressed by these regulations will be subject to final judgement and decision by the CED-IADR Board (the organiser) and may be amended at any time.

Please feel free to contact ced.iadr@uzleuven.be if you have any questions.

TO SUBMIT A SYMPOSIA PROPOSAL

- A **company contact person** and a **symposium coordinator** must be appointed. The symposium coordinator is a 'neutral' person (e.g. any CED-IADR Board Member), not affiliated to the sponsoring company. 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 '**2024 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 and lecture title, speakers affiliation and full contact details;
 - the proposed symposium chair(s) (not affiliated to the sponsoring company).
- The symposium coordinator or company contact person submits the '**2024 symposium proposal form**' to 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 Scientific Committee of the CED-IADR Board**. The Board has 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 and willing to contribute to the symposium should the proposal be approved.
- Once the symposium proposal is accepted by the CED-IADR Board, a **notification of acceptance** will be sent to the symposium coordinator and the company contact person, who are responsible to 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 for all the necessary documents, including:
 - a **300-word abstract** in a Word document
 - presenter picture
 - presenter contact details (email, telephone, affiliation)
 - short CV
 - co-authors & affiliation if applicable

These documents should be sent by email to ced.iadr@uzleuven.be **until the abstract submission deadline (12/04/2024)**



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SYMPOSIUM REGULATIONS

- Each symposium and its lectures should be based on sound independent research and scientific data. **Commercial advertisement for products is not allowed.**
- Each symposium involves a **two-hour slot**; no overtime is allowed considering the parallel congress programme set-up. **Symposium time slots** are defined in the '2024 symposium proposal form'. They will be allocated on a 'first come, first served' basis. The reference date is that of the received, completed & signed '2024 symposium proposal form' and order form (see Sponsor Guide). Sponsorship level is also taken into consideration.
- 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**
- **Video recording of symposium lectures is not allowed**, unless agreed otherwise with the CED-IADR.

SYMPOSIUM CHAIR RESPONSIBILITIES

- The symposium chair **can 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 can** be proposed as a symposium speaker on the condition that the scientist possesses a special scientific expertise. The CED-IADR Board must approve the company scientist participation as a speaker. 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 can not 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).



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TO SUBMIT A HANDS-ON WORKSHOP PROPOSAL

- A **company contact person** and a **workshop 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 workshop proposal is completed in accordance with these workshop regulations.
- The workshop coordinator consults with the company contact person before completing the '**2024 workshop proposal form**', which includes:
 - the proposed workshop title (limited to **10 words**);
 - the preferred time slot of the workshop (three slots in order of preference);
 - the proposed speaker with a tentative lecture title, speaker affiliation and full contact details;
 - the proposed workshop chair (not affiliated to the sponsoring company).
- The workshop coordinator/sponsoring company submits the '**2024 symposium proposal form**' to ced.iadr@uzleuven.be. Only fully completed forms will be considered for a CED-IADR/NOF industry-sponsored workshop.
- Each workshop proposal needs to be **approved by the Scientific Committee of the CED-IADR Board**. The Board has the right to refuse the speaker and/or lecture-topic proposal, 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 workshop should the proposal be approved.
- Once the workshop proposal is accepted by the CED-IADR Board, a **notification of acceptance** will be sent to the workshop coordinator. The company contact person or workshop coordinator must inform the speaker and formally request his/her final agreement to execute the workshop.
- Both the industry sponsor and the workshop coordinator are responsible for ensuring that logistical details such as models, materials, instruments, etc., are provided
 - It is the responsibility of the workshop coordinator to ask the speakers for all the necessary documents, including:
 - a **300-word abstract** (preferable in a word document)
 - presenters' picture
 - presenters contact details (email, telephone, affiliation)
 - short CV
 - affiliation

All information is to be sent to ced.iadr@uzleuven.be until the abstract submission deadline of **12/04/2024**.



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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 above mentioned costs for three speakers. Any additional costs must be covered directly by the sponsoring company.
- **The Professional Congress Organiser Kuoni will contact the speakers individually** on behalf of CED/NOF-IADR and will book the flights and two hotel nights for each speaker.
- In general CED/NOF-IADR prefers **European speakers**. The sponsor can 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 this could be offered by the sponsoring company (directly to the speaker(s)).
- **No financial support is provided for the chair person(s)**, but this could be offered by the sponsoring company (directly to the chair person(s)).
- **Other company scientists** (non-lecturers) 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.