

CED-IADR Industry-sponsored Symposium and Exhibition Regulations

The biennial CED-IADR Oral Health Research congress involves a **two-and-half day program** of oral and poster presentations, as well as symposia covering a broad and balanced spectrum of scientific topics related to oral health research.

CED-IADR intends to hold a high scientific standard at all times. This document therefore lists the general regulations regarding the organization of **industry-sponsored symposia**.

All sponsors are bound by these regulations, a document that needs to be signed by both the symposium coordinator and company contact person (see below), which should be considered as two separate functions. All issues and questions not covered by these regulations shall be subject to final judgement and decision by the CED-IADR Board and/or the *ad hoc* Scientific Committee, and may be amended at any time.

Symposium REGULATIONS:

- For each symposium, a **symposium coordinator**, not affiliated to the sponsoring company, will be appointed.
 - For each symposium, a **contact person of the sponsoring company** will be appointed.
 - It is the responsibility of the symposium coordinator, in consultation with the company contact person, to complete the '**CED-IADR symposium proposal form**', mentioning the proposed symposium title, the preferred time slot of the symposium (three slots in order of preference), proposed speakers with the tentative lecture title, speaker affiliation and full contact details, and the proposed symposium chair.
 - **The symposium coordinator submits the symposium proposal** (specific document mentioned above) to the CED-IADR Board, who will forward it also to the *ad hoc* Scientific Committee. Only fully completed documents will be considered applying for a CED-IADR Industry-sponsored Symposium.
 - **All further communication** regarding the symposium between the CED-IADR Board and/or Scientific Committee will go via the symposium coordinator, who on his/her turn will communicate with the company contact person and potentially other stakeholders and the proposed speakers and chair(s).
-
- The **symposium chair(s)** cannot be affiliated to a company and will introduce the symposium and speakers, and will also moderate the discussion. **No introduction can be given by a company's affiliated person.**
 - **Each symposium and the involved lectures should be based on sound independent research and scientific data. No commercial advertisement for products is allowed.**
 - Each symposium proposal needs to be **approved by the Scientific Committee and CED-IADR Board**, the latter having the final word. Both the Scientific Committee and the CED-IADR Board have the right to refuse one or more speaker and/or lecture-topic proposals, as well as to propose alternative speakers/lecture topics.

- **Symposium time slots** will be allocated on a ‘first come, first serve’ basis (upon receipt of the fully completed and signed ‘CED-IADR symposium proposal form’).
- On Wednesday, nor oral/poster presentation, nor symposia are in principle planned. Only board meeting(s) and award competition(s) will take place in the afternoon. Special requests to organize a symposium before the actual meeting program starting on Thursday morning should be directed to the CED-IADR board.

- Each symposium involves a **two-hour slot**; no overtime is allowed considering the parallel program set-up of the CED-IADR meeting.
- Each symposium involves a **minimum of three lectures**. More lectures can be included on special request (see the additional conditions below).
- Each symposium should foresee **sufficient time for discussion**, involving at least a 15-min general discussion at the end of the symposium. One may also opt for a short 5-min discussion following each speaker's presentation.
- It is the task of the symposium chair to hold the speakers to the time schedule as programmed.
- **No brand names** can be mentioned in the symposium title, nor the lecture titles.
- **No commercial advertisement is allowed within the lecture hall; nor may commercial leaflets be distributed to symposium attendants or put beforehand on the lecture-hall chairs. Commercial advertisement and leaflet distribution is restricted to the exhibition area.**
- **Video recording of symposium lectures is in principle not allowed**, but can be applied for by special request to the CED-IADR Board and upon written approval by all lecturers involved. CED-IADR becomes owner of the recording and has the right to provide licenses for use by third parties following beforehand mutually agreed conditions.

- The proposed speakers should be affiliated to **different institutions**.
- **Maximum one company scientist** may be proposed as symposium speaker on the condition that the scientist possesses a special scientific expertise and gives a scientific presentation not directly/only related to the products of the company the scientist is affiliated to. The company-related speaker should clearly identify his/her affiliation at the start of the lecture.
- Each proposed speaker should be contacted tentatively to be sure that they are available/willing to contribute to the symposium should the proposal be approved.
- Each lecture cannot (solely) be a repetition of an oral or poster presentation given during the same meeting. Shortly addressing/introducing/referring to an oral or poster presentation is allowed.

- CED-IADR will cover the **cheapest economy flight ticket** and **two nights of hotel accommodation**, as well as waive the **meeting registration** for up to 3 speakers per symposium. All speakers are invited to participate to the meeting social events (opening reception; Friday-night CED-IADR Get-Together) at no cost.
- CED-IADR will book the flight and hotel for each speaker and contact the speakers individually.
- More than **three speakers** can be included in the symposium program on special request (see above), knowing that CED-IADR will only cover the abovementioned costs for three speakers and that the additional costs should be covered directly by the sponsoring company with the exception of the meeting registration that will be waived for the additional speakers who lecture for at least 20 minutes.
- Although CED-IADR prefers **European speakers**, the sponsor may propose one or more oversee speakers. In case of oversee speakers, the cost for the flight will be reimbursed up to a maximum 500 Euro per speaker.
- Any additional/special needs that go beyond a common electronic presentation should be covered by the sponsoring company.
- **CED-IADR will not pay any lecture honorarium**; this could optionally be offered by the sponsoring company (directly to speaker(s)).
- **No financial support is foreseen for the chair person(s)**, but could optionally be offered by the sponsoring company (directly to the chair person(s)).

- Once the symposium proposal is accepted by the CED-IADR Board, **notification of acceptance and symposium documentation** will be sent to the symposium coordinator, who must inform the speakers and ask them formally for their final agreement to lecture at the respective CED-IADR symposium.
- It is the duty of the symposium coordinator to ask the speakers to prepare and submit a **300-word abstract** regarding their lecture.

- **Company scientists** attending the oral/poster presentations and the symposium program should register individually; meeting-registration fees are due.
- **Exhibition personnel** of companies must register individually. Every sponsorship level includes 'Exhibitor only registration badges'. These exhibitor badges serve only for exhibition personnel present at the respective company's booth (and who do not attend the oral/poster presentations and the symposium program). Each person registered as an exhibitor for a company must be employed by the exhibiting company or have a direct business affiliation.

- The **CED-IADR opening ceremony and reception** (ticketed event) is scheduled for Thursday night around 19:30 hr; **CED-IADR's Get-Together** (ticketed event) will take place on Friday night around 19:30 hr. Company exhibition personnel and scientists can order tickets for the abovementioned social activities. Note that a Diamond sponsor will receive six free social-activity tickets.