

## ESPE Science Symposium Guidelines

### Introduction

The ESPE Science Symposium aims to promote the development of an interactive network between clinicians and researchers, helping to reduce the gap between research and patient care. It will also provide the means to disseminate new scientific knowledge in the community of paediatric endocrinology. The topic of the meeting should be attractive for researchers in basic or translational research to attend the meeting as well as ESPE members developing experimental and clinical research within and beyond paediatric endocrinology.

### Organiser and application to host

The ESPE Science Symposium is organised by a Local Organising Committee (LOC) that is selected by the ESPE Science Committee following an application to host the meeting. The LOC Chair should be an ESPE member and the main applicant. The application form should be submitted before the deadline date and should include the following information:

- LOC Chair
- Names of the members on the LOC
- Topic and proposed content, including one session dedicated to the patient perspective, organised together with patient support groups / patient representatives.
- Venue details, including facilities
- Proposed date of Science Symposia
- Preliminary budget, including VAT, overhead and other costs

The ESPE Science Committee will review all applications received and select the Local Organiser with the proposed topic for the meeting the following year. The ESPE Science Committee decision is final.

Applications from ESPE Working Groups, either individually or jointly with other ESPE Working Groups are welcomed and encouraged. The application should be accompanied by a supporting letter from the Chair of the appropriate Working Group(s).

### Process and format

The ESPE Science Symposium provides those who are research active in science and paediatric endocrinology with a platform to focus on a specific scientific topic and a networking opportunity for a greater in-depth exchange of ideas and experience.

Typical process and format should be:

- Organised every one year by a Local Organising Committee (LOC) selected through an application process by the ESPE Science Committee.
- The host application submitted by the LOC will include a topic and proposed content 15-18 months before the meeting is scheduled to take place.
- A fixed grant shall be provided to up to 25 young clinicians and scientists in training through an application process (free delegates). An additional 15 places for faculty shall be covered by the meeting budget.
- There will also be up-to 60 additional places for delegates wishing to pay a nominal fee of €80 to attend.

- The duration of the meeting will be 1.5 days, with at least one night and three networking opportunities at lunch or dinner (2 lunches and 1 dinner, or 1 lunch and 2 dinners).
- The meeting should be held in a European city with easy travel and links to airport/train stations to minimise time spent on travel.
- An educational facility like a university campus is encouraged as these are usually offered at a reduced rate and include accommodation.
- The number of delegates is variable but 100 attendees should be the maximum to allow free and ample discussion.

### **Financial arrangements**

Organisers should try and find sufficient external sponsorship for the Science Symposium in the first instance. The ESPE Corporate Liaison can assist with finding external funding. A maximum amount of €35,000 is provided by ESPE for the budget, providing no external sponsorship is found. This amount will be decreased proportionate with the amount of external funding obtained. This budget of max €35,000 shall include value added tax if necessary. No overhead will be paid. An additional local income of €4,800 is expected from registration of 60 delegates. The LOC can use a maximum of €3,000 of the total budget for administration. The LOC can use in-house support or contact the ESPE Team for further advice.

The budget is managed by the LOC and should include the following:

- Free delegate costs (fixed stipend to part cover accommodation and travel expenses)
- Speaker costs (fixed stipend to cover accommodation and travel expenses)
- Venue costs
- Catering
- Registration cost
- Administration, practical arrangements, communication with delegates
- CME accreditation

Up to 60 delegates can register for the meeting at a cost of €80.00. Registered delegates will be responsible for their own travel and accommodation arrangements.

The LOC is responsible for the budget and the ESPE Treasurer's Office will make payments on their behalf. Please note the LOC will be expected to provide the ESPE Treasurer with detailed quotes for all expenses, for approval. **It is recommended that further sources of funding be found**, e.g. by the university, research institutions or industry. LOC is to send the ESPE Treasurer a detailed budget & quotes (from venue/admin etc.). ESPE will then transfer a grant of €35k to the LOC for their management and to pay invoices/expenses/honoraria. ESPE CR to invoice any supporting companies and funds go to Treasurer bank account. Any extra funds raised (e.g. delegate registrations, sponsorship surpassing €35k) to go to LOC.

### **Contractual arrangements**

When the application to host is accepted, the ESPE Team will prepare the Memorandum of Understanding (MOU) for signature by the relevant LOC Chair/ institute representative and ESPE Science Committee representatives. The MOU will outline the respective responsibilities and details of the financial arrangements.

### **Course promotion and materials**

Course materials, information and marketing materials should be provided by the LOC. The ESPE Team will advertise the meeting on the website using the information provided by the LOC. Innovative methods of

prolonging the life of the meeting such as videos of specific lectures are optional and encouraged but will need to be costed.

Additional information below:

- All marketing materials to be developed within the ESPE brand guidelines, to be provided by the ESPE Team.
- All documentation should include the ESPE and sponsor logos.
- The final programme should include speaker details including the city and country of residence.
- The ESPE Team will provide the LOC with the certificate of attendance template.

### **CME accreditation**

The ESPE Team will assist the LOC in applying for CME accreditation for the meeting. The application and administration will be covered within the budget. The LOC should strongly encourage the delegates to complete the evaluation form in order for the delegates to receive their CME accreditation.

### **Delegate Application**

The ESPE Science Symposium offers a maximum of 25 free places young (clinician-) researchers defined as those who are less than 8 years (full-time equivalent) since completion of PhD training or equivalent research training.. Participants who would like to receive one of these free places are required to apply. The application should be submitted before the deadline date and should include the following information:

- Letter of support
- CV
- Publication list as first author

Representatives of the ESPE Science Committee and the LOC will jointly review trainee application and select a maximum of 25 trainees that best meet the selection criteria. Registration will then be opened for the 60 paid places. Accommodation and travel of up to 15 speakers and up to a maximum of 25 free places will be covered to a ceiling.

### **Scientific Programme**

Following the acceptance of the host application, the LOC should prepare a more detailed preliminary programme to be discussed with the Science Committee.

### **For Further Information**

For more information, please contact:

[Sabine Hannema](#) - ESPE Science Symposium Convener