



PER-IADR Oral Health Research Congress

September 15-17, 2022
Palais du Pharo - Marseille, France

www.per-iadr2022.com

INDUSTRY-SUPPORTED SYMPOSIUM & EXHIBITION REGULATIONS

The **PER-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. PER-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 if you have any questions.

TO SUBMIT A SYMPOSIA PROPOSAL:

- A **company contact person** and a **symposium coordinator** ('neutral' person (e.g. any PER-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 '**PER-IADR 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 '**PER-IADR 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 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 PER-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 **until the abstract submission deadline**.



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 'PER-IADR 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.**

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, PER-IADR Welcome Ceremony & Reception and PER-IADR Friday Get-together (pre-registration required).



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COSTS AND FEES REGULATIONS

- PER-IADR will cover the **cheapest economy round-trip flight ticket** 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 PER-IADR will only cover the abovementioned costs for three speakers. Any additional costs must be covered directly by the sponsoring company.
- **PER-IADR will book** the flights and two nights of hotel for each speaker and **contact the speakers individually**.
- In general PER-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.
- **PER-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.