

**Guidelines for the Organisation of an
ECTRIMS Congress Satellite Symposium**

1. Satellite symposia are organised and entirely supported by corporate or non-ECTRIMS not-for-profit entities (the “sponsoring organisation”). Their nature, including the selection of topics, must be oriented to an ECTRIMS – relevant educational goal and not be exclusively promotional.
2. The “slides” presented during a symposium are the full responsibility of the speakers.
3. No commercial names should appear in the title of presentations, the title of a symposium, “slides” for individual presentations, or in print materials provided at the symposium (see #9 below). Presentations bearing the same design for all speakers are not welcome.
4. The sponsoring organisation must submit a full symposium proposal to the ECTRIMS Congress Planning Committee before the stated deadline. Please contact the ECTRIMS Administrative Secretariat:

Ms Olivia Montanari, Congrex Switzerland Ltd.
E-mail: olivia.montanari@congrex.com or
Phone: +41 61 686 77 11.

Early contact with the Administrative Secretariat is recommended to expedite approval and confirmation of the proposed symposium topic, co-chairs and presenters.

5. Approved speakers and co-chairs are to be invited by the sponsoring organisation, which will also cover their ECTRIMS registration fees, hotel accommodations and travel expenses in addition to symposium fees.
5. A maximum of one speaker at each symposium who is an employee of the sponsoring organisation is allowed.
6. The number of satellite symposia in which any one participant may be involved as a presenter, discussant or chair is limited to two for each ECTRIMS Congress. The ECTRIMS Administrative Secretariat will evaluate this once all symposia proposals are received and communicate with involved organising sponsors in case this limit is exceeded.
7. The organising sponsor can express its preference for the allotment of a particular time slot and lecture room for its satellite symposia to the ECTRIMS Administrative Secretariat. The final assignment will be given by the Administrative Secretariat according to a principle of rotation between the different companies in successive ECTRIMS Congresses.

8. Approved satellite symposia will be mentioned as such in the ECTRIMS Final Programme.
9. The organising sponsor may produce printed materials (symposium programme and abstracts) for distribution at its symposium. This material must be submitted for approval to the ECTRIMS Administrative Secretariat and must mention: "Satellite Symposium of the ECTRIMS (insert year) Congress." The organising sponsor is responsible for involving its symposium co-chairs and speakers in development of such printed matters and must have their approval prior to printing and distribution. Post-congress publications (in print or electronic form) are subject to the same rules.
10. A small on-site reception (snack) before or at the end of the symposium may be offered by the sponsoring organisation (please contact the ECTRIMS Administrative Secretariat for details). No other activities around the symposium are allowed.
11. Private buses to transport delegates from and to hotels are only allowed outside the official congress hours.

For further information please contact the ECTRIMS Administrative Secretariat:

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