

EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION (ESOT)

Code of Practice (COP) Congress, meetings, and events guidelines

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ESOT Congress

Code of Practice (COP) for Congress, meetings, and events

These guidelines are designed to ensure that all sponsors enjoy safe, comfortable, and successful participation in the ESOT activities. The guidelines are constantly updated to consider changes in laws, codes of practice and regional regulations. With this in mind, we urge you to check that your understanding of the guidelines is current.

General rules

1. Companies are responsible for compliance with all applicable codes, laws, and regulations. They will be held responsible under those rules for the actions of their employees, affiliates, agents, and contracted suppliers working on their behalf. Codes and regulations include various responsibilities for approval, certification and reporting for which companies are responsible.
2. Companies should take appropriate steps to ensure compliance with all applicable codes, laws, and regulations and that their actions reflect the ethical and professional interactions expected between commercial enterprises and healthcare professionals. Companies are advised to put appropriate training in place to ensure that their activities are compliant with the applicable codes, laws and regulations.
3. The company, its national or other branches, its agencies and any appointed suppliers and/or representatives adhere to the content of this Code of Practice, as well as all the ESOT guidelines and constitution.
4. For pharmaceutical companies, [the EFPIA \(European Federation of Pharmaceutical Industries and Associations\) codes of practice](#) identify the 'applicable codes' for international events. In addition, the EFPIA codes identify the country code in which the company organising their participation is legally set up as an additional 'applicable code'. National codes and regulations may apply requirements related to the home country of sponsored delegates and speakers. Pharmaceutical companies are responsible for checking the requirements of all applicable codes, laws, and regulations.
5. The EFPIA also established the [HCP/HCO disclosure code](#) that must be considered by pharmaceutical companies.
6. The UEMS dedicated to continuing medical education and certification (EACCME) also provides guidelines on permissible practices <https://www.uems.eu/areas-of-expertise/cme-cpd/eaccme>
7. Similarly, Medical Device companies should refer to [MedTech Europe Policy](#)
8. Compliance with one code will not necessarily ensure compliance with the requirements of other applicable codes, laws and regulations. While ESOT will take every step to keep up to date with these, each company participating in ESOT activities needs to ensure compliance with the activities they engage in.

General guidelines and regulations for industry

These guidelines are designed to ensure that all sponsors enjoy safe, comfortable, and successful participation in ESOT activities. The guidelines are constantly updated to consider changes in laws, codes of practice and regional regulations. With this in mind, we urge you to check that your understanding of the guidelines is current.

1. Budget and Finance

- a. Both ESOT and participating commercial companies expect financial transparency on budget planning and access to relevant reports concerning the ESOT sponsors' activity. Financial plans for the sponsored activity income must be based on contribution guidelines mutually agreed upon by the commercial companies' representatives and ESOT leadership. The commercial companies agree to comply with the agreed schedule of payments.
- b. ESOT recognises that companies are increasingly subject to reporting responsibilities with respect to their support for medical events and delegate sponsorship. These responsibilities vary between countries, and companies may have different internal policies. ESOT supports transparency and will attempt to accommodate company requests for assistance in providing relevant information given sufficient advance warning and subject to the practicalities of providing such information. The final decision on whether to provide information rests with the ESOT leadership.

2. Handling of disputes, claims

- a. No agreement can foresee all eventualities or problems which may occur. Consequently, it is accepted that continued dialogue will occur between commercial companies and ESOT regarding participation in any ESOT-organised activities. Any dispute, controversy or claim arising from or relating to this agreed code of practice shall be settled by the ESOT Executive Committee. ESOT will decide on appropriate actions if necessary. In the first instance, any problems arising in connection with the organisation of the ESOT activity may be discussed and resolved by the appointed representatives of the commercial companies for the particular ESOT meeting with representatives of the ESOT leadership.
- b. At all times, each commercial company will respect the guidelines and indications of the ESOT leadership with the scope of creating qualitatively excellent annual activities that consider all participants' requirements, contributions, and expectations. Through its processes, ESOT will ensure financial transparency of budgets and accounts.

3. Exhibition Guidelines

- a. Exhibition organiser: The ESOT Office is the primary exhibition contact for the ESOT Congress, together with its appointed PCO, if applicable. For any other ESOT activity, a PCO may function as the main liaison.

- b. Conditions of payment: Conditions of payment mentioned on the invoice/confirmation are valid. In any case, payment must be made before opening the exhibition; if not, participation cannot be guaranteed, and the rental fee remains due. All published prices are in Euro (€).
- c. Assignment of space/eligibility for exhibiting: Exhibit space will be assigned on a 'first come – first served' basis except for its Major sponsors (Platinum and Gold sponsors), where spaces are usually allocated based on the level of investment.

Orders for technical installations and exhibition services are only accepted when confirmed in writing. For the application to be accepted, only products and services in direct connection to the topic of the activity are allowed to be presented.

The exhibition organiser reserves the right to make changes of exhibition space after consulting the exhibitor involved. The booths may be used only for exhibiting and advertising the exhibitors' own products in accordance with the host country's applicable laws and regulations.

The commercial companies may suggest an adequate space is provided for their primary needs. Individual stand space allocation may be variable, but the following basic configuration is expected by the commercial companies for each Major Sponsor or exhibitor.

Any additional booth (not included in the primary space) booked by a Major Sponsor will be charged in addition at the standard exhibition price (cf. Sponsorship Prospectus).

Onsite marketing activities for affiliate/exhibitor events by the commercial organisation are restricted to the sponsor's exhibition booth. Sponsor's promotion of the affiliate/exhibitor or off-site events is specifically forbidden in other areas of ESOT designated convention Centre.

- d. Scientific presentations at exhibition booths: The exhibition area and company booths are a promotional arena. If companies have presentations given from their booths, these will have to be on-label and otherwise comply with the applicable codes. A non-product presentation about disease science is in general permitted, but the decisions on scientific worth and whether these constitute promotion is separate and additional costs will apply and will be defined by ESOT. Any such presentations require prior approval by ESOT both in terms of content and logistical setup. Furthermore, they need to be compliant with general exhibition guidelines and not cause disruption to other exhibitors.
 - i. All restricted times are reserved for ESOT programmes, meetings, and functions.

- ii. The commercial companies reserve the right within the daily schedules of ESOT activity to hold company staff meetings, symposium slide previews involving company staff and invited speakers only, and clinical trial investigator meetings, if attendance is restricted to a limited number of investigators (less than 50). Should the latter involve a larger number of investigators, the commercial companies agree that these will be held outside the scheduled hours of the ESOT programme.
 - iii. Any type of meetings that can be assimilated into a company symposium or similar are explicitly excluded. ESOT's decision on whether a meeting can be held or not is final. Any meeting that has not received prior approval from ESOT to take place in the venue or in the neighbouring area is not permitted.
 - iv. All events planned at the congress/meeting venue, including pre- and post-symposia receptions, must be approved by ESOT and must comply with the applicable codes, laws, and regulations.
 - v. Companies must ensure that their actions are in keeping with the ESOT constitution and this Code of Practice.
- e. Advertising: Advertising is permitted only on the stand space (aisles excluded). Displays of printed matter or advertising outside this area but on the premises of the Congress / meeting are not allowed. No flyers, posters, handouts, etc. can be left on tables, in conference hotels, on buses, etc. unless the relevant operators explicitly agree it. However, there are several sponsoring activities that offer selected opportunities to promote a brand or service beyond the exhibition hall. In addition, sponsors/exhibitors must comply with all applicable national and international rules and regulations related to advertising and promotion of all products and services as part of their stand. ESOT bears no responsibility for non-compliance by the Sponsor/Exhibitor.
- f. Audio activity on stand: Sponsors/exhibitors using audio devices must ensure that sound does not carry beyond their assigned space. ESOT reserves the right to determine what constitutes an acceptable sound level and may request the Sponsor/Exhibitor to take action to bring it to that level.
- g. Compliance: While ESOT will provide as much guidance as possible, it is the Exhibitor's responsibility to comply with the local authority's regulations, as well as others such as EFPIA (European Federation of Pharmaceutical Industries and Associations) codes of practice) and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations). Please also refer to the event website to access the applicable National compliance rules and regulations.
- h. Disposal of waste: It is the responsibility of the Sponsor/Exhibitor to ensure that all waste material from stand construction (including boxes for packaging) are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the Congress / Meeting. Waste cleared by ESOT will be charged to the Sponsor/Exhibitor.

- i. Gifts and handouts: Items may be given out to delegates only within the limits of the assigned stand space only. The exhibitor must ensure that these are compliant before being submitted to ESOT for final approval.
- j. Lotteries, games, and prizes: While lotteries and other luck-based activities are not permitted, knowledge or skill-based games may however be organised with prior written approval from ESOT, both for the nature of the activity and the planned reward(s). At any rate, these must be low-key activities limited to the stand area.
- k. Overflow of activity: All stand activity must be held on the stand. Any activity taking place outside of the allocated stand space will be reported and shall be made to cease immediately.
- l. Surveys: Surveys/market research conducted by sponsors/exhibitors must be confined to the assigned stand space.
- m. Other situations: ESOT reserves the right to take any on-site action necessary to correct any activity or behaviour that is felt inappropriate or that creates prejudice to ESOT, delegates or other exhibitors, including but not limited to the cancellation of the Agreement without refund.

4. Symposia guidelines

Once a Sponsorship Booking Form is received, a contract will be sent to you for signature after which an accompanying invoice will follow. This contract should be signed and returned. Upon receipt of the sponsorship booking form the organiser will reserve the items listed on it. Completion of the booking form by the sponsor shall be considered as a commitment to purchase the items indicated. The deposit for the booked items should be paid according to the deadlines specified on the invoice.

- a. Satellite symposia are organised and entirely supported by the industry. If requested by the company, ESOT can advise on the scientific content of the symposia. Their nature, including the selection of topics, must be educational and not promotional.
- b. No commercial names may appear in the titles of the symposia nor in the topics of individual presentations. In symposia titles, only class names are allowed. Non-proprietary names of individual compounds are permitted in titles of individual presentations. Likewise, diagnostic material or procedures may not be called by their commercial names.
- c. The sponsoring company of the Satellite Symposium may select speakers and topics. Slides must be prepared by the speakers and not by the sponsoring companies. No company logos or brand names are allowed as part of the design. 'Manicured' presentations bearing the same design for all speakers are not welcome. Rehearsals are only allowed to coordinate presentations, and not to exert influence on the speakers towards biased presentations.
- d. ESOT Executive Committee Members are not allowed to participate in any industry sponsored symposium during an ESOT Congress.
- e. A maximum of one speaker belonging to the sponsoring company is allowed.
- f. Any ESOT invited faculty cannot be involved in more than two industry symposia. Each company will be notified should one of their selected speakers

already be involved in two other programmes. Invitations to the speakers may only be sent out, upon approval by the SPC and ESOT Leadership.

- g. The invitation of speakers and chairpersons is the responsibility of the Symposium organisers. Symposium organisers are obliged to register speakers and chairpersons as regular delegates and accept to bear all related costs such as registration, travel, and accommodation expenses. If the respective arrangements have not been made prior to the event, the ESOT secretariat will invoice the companies for the respective costs 3–4 months after the activity.
- h. The sponsoring organisation must submit a full symposium proposal to the ESOT Office upon the given deadline by ESOT. The final decision on the programme schedule however resides with the ESOT leadership who is responsible for balanced scientific content across all symposia. In the case where the ESOT Leadership disapproves the Satellite Symposia programme, each party will be entitled to cancel the Satellite Symposia booking without any penalty fees for the cancellation or for any damages caused by the cancellation to the other party. Accordingly, upon such cancellation, neither of the parties will have any claims, demands or lawsuits towards the other.
- i. Symposia halls are assigned by the organisers according to the number of attendees expected by the company hosting the Symposia. Please note that all conference rooms will be set-up in theatre style.
- j. Symposia sponsoring companies will only have access to the assigned lecture hall 30 minutes before the start of the Symposium. For any special requests or for additional set-up time please contact the ESOT Office.
- k. Only registered delegates are entitled to access Symposia. Each Symposium organiser is responsible for controlling the access to their session and for restricting the access for competitors' staff if they wish.
- l. All company employees with an exhibitor badge will be granted access to the company Satellite Symposium.
- m. The organisers will display the Industry Symposia programme on a panel in the Congress / meeting venue for the duration of the event.
- n. Digital signage may be provided by the congress / meeting organiser. Additional signage by the Symposium organisers is allowed upon approval of the ESOT Secretariat.
- o. It is the sponsors' responsibility to remove flyers, banners or other promotion material that was not distributed during the symposium.

5. Guidelines for industry/study sponsors

Industry-sponsored press events can be organised to coincide with ESOT programme but should not however conflict with the timing of the official scientific programme or the Official Press Conference organised by ESOT and must adhere to the ESOT media embargo rules outlined in the following pages.

Press events or media briefings by the industry are only allowed within the congress/meeting venue for the duration of ESOT congress/meeting if booked through ESOT's official Press Office. One room is available to be booked via ESOT's

Press Office to industry partners for press events; otherwise, the industry will need to find alternative solutions and arrangements outside the Congress Centre / Meeting venue for media needs.

Industry events and press materials cannot use official ESOT and ESOT Congress / Meeting logos on any media materials or display signs. Media lists or lists of media attendees from previous ESOT Congresses and events are not made available to the industry or their communications representatives.

6. House rules

The rules of the congress/meeting venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be provided upon request.

Material safety and fire certificates of all stand materials must be available for control during the build-up. Representatives of the congress/meeting venue technical staff must be allowed access to your stand at all times.

Smoking is always prohibited.

7. Damages-Safety-Insurance

Exhibitors are entirely liable for damages to third parties' stands, properties, health (be injury or death). To this extent, ESOT, its staff and providers, as well as the congress /meeting venue, are to be considered third parties. Exhibitors' liabilities are extended to their personnel and/or other people working under their control. Since neither ESOT and its staff, nor the congress/meetings venue are liable for any damages and/ or loss suffered by the exhibitors during the exhibition, including installation and dismantling – it is mandatory that exhibitors arrange insurance accordingly.

Exhibitors and their subcontractors are entirely liable for damages to third-party stands, properties (e.g. floors, walls, and pillars), and health (be injury or death) during set-up, exhibition, and dismantling periods. To this extent, ESOT, its staff, and providers, as well as the staff at the congress/meetings venue are to be considered as third parties. Exhibitors' liabilities are extended to their personnel and/or to other people working under their responsibility. While every reasonable precaution will be taken to protect the exhibitors' property while on display at the exhibition, it must be clearly understood that the organisers, the congress venue, and the official contractors can accept NO liability for any loss or damage sustained. It is highly recommended that all exhibitors take a trade fair and exhibition risk insurance, including insurance against fire.

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents, or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.

In addition to this, exhibitors should protect their expenditure against abandonment and cancellation or curtailment of the Congress / Meetings or events due to reasons beyond the organisers' control. Please ensure that you have adequate insurance coverage for the duration of the event.

If, for any reason whatsoever, the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition.

8. Work safety rules

The exhibitors and all service providers are required to ensure that any person working on the congress/meeting premises during set-up, exhibition and dismantling periods is observing the local work safety rules and regulations.

9. Violation of rules

Any violations of this contract will, at ESOT's option, constitute cause to terminate the contract, remove the exhibitor from the show and require exhibitor to forfeit all fees paid to ESOT.

NOTE that exhibitor booths will be offered on a space-available basis. Gold and Platinum sponsors will be offered priority space. ESOT reserves the right to reject any exhibitor application for any reason at its discretion.

10. Press registration

For the ESOT Congress, Press may register free of charge. To validate media registration, the congress organisers request proof of the journalist's professional affiliation.

11. Photographs, audio, and video recording

Photographs, as well as audio and video recordings, are not permitted at the ESOT official meeting sessions unless they are undertaken by ESOT. This regulation does not apply to industry-sponsored satellite symposia or stands in the exhibition area (exhibitors may only take pictures of their own stands for documentation purposes). Photography and filming will be allowed during official ESOT press events.

ESOT Obligations

1. To organise and plan ESOT activities, ensuring that the available budget from the commercial companies is used by ESOT to provide the basis for the best scientific content, which will be organised in line with the ESOT Constitution and Guidelines document.
2. To ensure that ESOT activities are of high scientific value, professionally organised and planned to generate a reasonable financial surplus to support all the costs involved in the organisation of such meetings and to fund research grants, fellowships, travel bursaries and educational and scientific activities in line with the principles of the ESOT Constitution and its legal status.
3. To create and maintain a positive and professional public image of ESOT activities worldwide and expand the awareness of the event internationally and to new audiences.
4. To observe the highest principles of responsibility that protect against unethical behaviours.
5. To develop a schedule for ESOT activities to maximise attendee participation.
6. To invest in modern technologies, tools, formats, etc., to provide dynamic delivery of educational content.
7. To offer opportunities to commercial companies to exhibit, hold industry symposia and provide access to maximum visibility during ESOT activities (in compliance with the applicable European and National regulations)
8. To ensure that no sponsors or other exhibitors at ESOT activities organise other events that conflict with the official ESOT Scientific Programme, President's dinner, or satellite symposium. Representatives of commercial companies, in this context, are also deemed to be responsible for the activities of their local affiliates. (Please refer to the black-out times).
9. To determine and enforce respect of blackout times for the overall benefit of all involved parties.
10. To ensure the content of the framework of activities provided during ESOT activities are compliant with national and European regulations.
11. To control and regulate the practices of any outsourced to ensure the transparent and appropriate use of funds as laid down in the ESOT Constitution.
12. To provide the means for regular dialogue between ESOT and commercial companies, thereby promoting a clear understanding of mutual problems and enabling conflicts to be avoided.
13. To provide sponsors and exhibitors with the relevant ESOT liaison officers and organisational contacts for the various elements of ESOT activities as well as advice on any change in the workforce in a good and reasonable time.

ESOT Congress

All the guidelines mentioned above, rules, policies, and codes will also apply to ESOT Congress.

Additionally, please take into good consideration the following information:

ESOT will keep all participating commercial companies informed of plans and preparations for each ESOT activity. Although commercial companies are welcome to express their opinion on the suitability of congress venues, it is accepted that the final decision regarding the location of the meetings is to be made by the ESOT leadership. Nevertheless, ESOT will endeavour to make arrangements that will be compatible with industry codes of practice at the time of planning.

The design, format, and content of ESOT Activity are developed by the ESOT Scientific Programme Committee. The present format cannot be extensively altered unless approved by the ESOT Leadership.

ESOT shall provide the opportunity for regular communication with its Sponsors to address any questions related to ESOT Congress.

All congress sponsors and exhibitors will receive invitations to attend, and participate in the ESOT Congress kick-off meeting, taking place at the congress venue.

ESOT shall offer the opportunity for regular communication with its Sponsors to address all questions related to ESOT Congress.

1. Guidelines for ancillary meetings and blackout times

Commercial company events may not be held during the following restricted times unless they comply with point three below:

Sunday 09.00 – 18.00
Monday 07.30 – 22.00
Tuesday 07.30 – 19.00
Wednesday 07.30 – 11.00

All restricted times are reserved for ESOT programmes, meetings, and functions.

ESOT provides commercial companies the right to hold company staff meetings, symposium slide previews involving company staff and invited speakers only, and clinical trial investigator meetings if attendance is restricted to a limited number of investigators (less than 50) within the daily schedule of the ESOT activity. Should the meetings involve a larger number of investigators, commercial companies must hold these outside the scheduled hours of the official ESOT programme.

Any officially approved Industry Satellite Symposia are explicitly excluded. All these types of events are required to go through the ESOT scientific approval process. Any

decisions regarding programme approval by ESOT are final. Appeals should be made in writing via the ESOT secretariat.

All events planned at the congress/meeting venue, including pre and post-symposia receptions, must be approved by ESOT and comply with the applicable codes, laws, and regulations.

2. Compliance

The following codes shall be taken into consideration:

<https://www.abpi.org.uk/>

www.efpia.org and per-country trade association

<http://www.medtecheurope.org> and per-country association

<https://www.ipcaa.org/>

<https://www.ifpma.org/>

Please ensure you have also acknowledged any other national code your organisation has to comply with.

3. Use of logos

ESOT and ESOT Activity names and logos are strictly subject to approval by the ESOT leadership. Any request to use the ESOT or ESOT Activity name and logo should be directed to the ESOT Office.

4. Use of name for the ESOT Congress

Organisers of approved Satellite Symposia may use the phrase 'Integrated Symposium of ESOT Congress YEAR.'

5. Webcasting at the ESOT Congress

Live webcasting is not permitted at ESOT Congress without consultation and approval by the Organising Secretariat, the ESOT Office. Any symposium and other industry-sponsored meetings which a sponsoring company wishes to webcast need to be approved by ESOT.

6. Onsite Marketing activities

Onsite marketing activities for affiliate/exhibitor events by the commercial organisation are restricted to the sponsor's exhibition booth. Sponsor's promotion of the affiliate/exhibitor or off-site events is specifically forbidden in other areas of ESOT designated Convention Centre.

7. Embargo Policy

ESOT abstracts (title, authors, and institution names) will be publicly available on the congress/meeting/event website two weeks before the activity. A large number of these abstracts will also have their corresponding data sets made available online, and these abstracts are NOT under embargo.

A small number of abstracts may be selected and retained for use during official ESOT Press Office activities and/or in official ESOT Press Office materials, and data sets related to their presentation will be under embargo until the date and time stipulated by the ESOT Scientific Programme Committee. The exact time and date that these abstracts will be made publicly available will be posted on the congress/meeting/event website in the weeks preceding the ESOT activity.

Industry may issue a press release announcing that their abstract has been selected for inclusion in official ESOT Press Office activity or in official ESOT Press Office materials (abstract title only). Industry must not issue press releases, even under embargo, covering the data contained in abstracts selected to be highlighted during official ESOT Press Office activities or in official ESOT Press Office materials until the individual embargo for each data set lifts.

Media must not issue coverage of the data contained in abstracts selected to be highlighted during official ESOT Press Office activities or in official ESOT Press Office materials until the individual embargo for each data set lifts.

Journalists, industry, investigators and/or study sponsors must abide by the embargo times set by ESOT. Violation of the embargo will be taken seriously. Individuals and/or sponsors who violate ESOT's embargo policies may face sanctions relating to current and future abstract submissions, presentations, and visibility at ESOT Congress/Meeting/event. The ESOT leadership is at liberty to ban attendance and/or retract data.

Copyright for abstracts (both oral and poster) on the website and as made available during ESOT activity shall reside with the respective authors. No reproduction, re-use or transcription for any commercial purpose or use of the content is permitted without the authors' written permission. Permission for re-use must be obtained directly from the author.

8. Language

The official language of all ESOT activities is English.

9. Application to participate.

Application to participate will be considered only if submitted on the appropriate forms, duly completed, signed, and accompanied by the necessary payment. Registration will be confirmed as far as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded within 60 days upon notification of refusal.

ESOT reserves the right to accept or reject this application (the «Application») at its discretion.

Upon acceptance, a copy of the countersigned Application (the sponsorship agreement, hereinafter the «Agreement») and an invoice will be sent to the

Sponsor/Exhibitor. The first instalment must be paid within 21 days upon receipt of the invoice by the Sponsor/Exhibitor.

Cancellation of part of the Agreement does not automatically result in the entire Agreement being terminated.

ESOT reserves the right to amend the Conference programme with a possible direct or indirect effect on sponsoring activities. If this is the case, ESOT will ensure that any changes cause as little hindrance as possible to the Sponsor/Exhibitor. Such amendments are not causing the cancellation of the present Agreement.

In case of cancellation resulting from a «force majeure» clause, ESOT's responsibility will be determined according to the contract terms signed with every sponsor/exhibitor.

Cancellation should be made in writing per the conditions of the signed agreement.

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