Guidelines for the scientific programme
Industry Sponsored Satellite Symposia at ESPE 2023

About industry sponsored satellite symposia
Industry sponsored satellite symposia are scientific sessions that are part of the ESPE Annual Scientific Meeting programme, up to 90 minutes long, sponsored by the industry, and which may be attended by registered meeting participants without any extra charge. They are held at time slots specially designated for this purpose and usually constitute the end of the day’s scientific programme, before the social programme, or over lunchtime.

General principles
The satellite symposia programme was created to provide increased physician education on endocrine topics as a supplement to the standard programme at the annual meetings. The Programme Organising Committee (POC) is responsible for the quality and the scientific level of their content. Industry sponsored satellite symposia are different from regular symposia in that they are based on a topic and format suggested by the sponsor and approved by the POC.

Rules for industry sponsored satellite symposia
The POC will provide a range of topics that will not be covered at the main meeting, and must be involved in the development of the satellite symposia from an early stage. It is extremely important to avoid duplication of speakers as one of the major criticisms that has been made by meeting attendees is that many of the speakers seem to give annual presentations.

One of the rules for ESPE meetings is that plenary/symposia speakers are invited no more frequently than once every 3 years. We understand that this rule may be difficult to enforce for satellite symposia, but nevertheless, no speaker or chair should be repeated more frequently than biennially, and they certainly should not be duplicated between satellite symposia. This will require careful coordination between the POC and the sponsors.

It is not permitted to engage any member of the following committees to chair or speak at a sponsored satellite symposium at an ESPE Annual Scientific Meeting:

- ESPE Council
- ESPE Programme Organising Committee

Agenda submission and approval
In consultation with the POC, the sponsor of a Meeting satellite symposium should propose a topic related to paediatric endocrinology that would be relevant to meeting attendees, and that is complementary to the main meeting. (S)he should designate a contact person within the company that will be responsible for discussing the topic and proposed speakers with the POC.

The programme proposal should be submitted to the POC (via Bioscientifica) based on the timelines listed below. **No speaker or chairperson should be approached by the sponsor with a specific invitation to participate before clearance by the POC.** The POC will ensure that there are no duplicate topic proposals or duplicate speakers or chairs. In case this should happen, the guiding principle is ‘first come first served’. If necessary, one of the POC members will be appointed as programme consultant, who will closely interact with the sponsor in selecting speakers and developing a scientifically rigorous and balanced educational programme. The POC will ensure that there will be no repetition of speakers in consecutive years, and that the speakers are active members of the Society who are established experts in the area.

The topics and speakers of satellite symposia should not conflict with symposia of the general programme
of the meeting. For that reason, the general programme of the meeting will be made available to interested sponsors. **No speaker or chairperson should be approached by the sponsor with a specific invitation to participate before clearance by the POC. The decisions by the President and the POC on the scientific programme are final.**

**Conflict of interest**

When the programme is approved by the POC, all speakers and chairpersons must complete a disclosure of conflict of interest form that will be presented during Meeting satellite symposia and disclosed to programme participants. Of note, this applies similarly to all those presenting at the Meeting. Non-scientific issues are to be discussed with Bioscientifica, the Professional Conference Organiser ([espe2023@bioscientifica.com](mailto:espe2023@bioscientifica.com)).

General rules that apply to ESPE presentations will apply to satellite symposia, including the need for all speakers and chairpersons to disclose their conflict of interest at the time of registration and on the second slide of their presentation.

**Deadlines (NOTE: These are the latest deadlines, if content can be provided earlier this would be preferable):**

- 1 December 2022: Scientific programme provided to sponsors (note: not to be shared further than is necessary since not all speakers will be confirmed at this point)
- 11 January 2023: Topics proposed by sponsor to POC for approval; POC rep appointed
- 25 January 2023: POC feedback provided to sponsor
- 1 March 2023: Final agenda submitted to POC via Bioscientifica
- 15 March 2023: POC final approval of programme

*Only following POC approval of agenda* Sponsors may approach approved speakers

We insist on the importance of these deadlines, in order to finalise the programme in early Spring and to allow some time for searching replacement speakers if needed.