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1. ABOUT ESPID: EUROPEAN SOCIETY FOR PAEDIATRIC INFECTIOUS DISEASES

The European Society for Paediatric Infectious Diseases (ESPID) is a non-profit medical association registered in Germany that focuses on paediatric infectious diseases. Since its founding in 1983, it has grown to include approximately 1180 members (January 2014), from Europe and increasingly from other continents. ESPID forms a platform for clinicians and scientists interested in clinical aspects, education, training, research and vaccination against infectious diseases in children. The society is engaged in a large number of activities including the organization of multicentre trials, international exchange of paediatric infectious disease fellows, educational activities, and an annual scientific conference. Furthermore ESPID is engaged in various partnerships with international organizations such as ECDC, WHO, patient organizations such as CoMO, sister organizations such as ESID, PIDS, ESWI and WSPID. ESPID provides the opportunity to its members and participants to the annual meeting to get involved in research networks and collaborates in this respect with Penta-ID. As from 2014 ESPID also is a partner with the Royal Academy of Child Health in drafting the next edition of the Blue Book, which is a reference book in the field of Paediatric Infectious Diseases. ESPID actively supports the yearly post-graduate course at the University of Oxford in Paediatric Infectious Disease and Immunology (IIC) and several other courses around Europe such as Fellowships and travel awards.

2. Mission Statement: ESPID promotes "EXCELLENCE IN PAEDIATRIC INFECTIOUS DISEASES"

ESPID’s vision is: To be the leader in the field of Paediatric Infectious Diseases

3. Strategic Objectives

The ESPID Board has recently evaluated and updated its strategic plan. The contents of this plan can be found in appendix 1. The Board intends to consult, later in 2014, with senior members of the society in order to discuss and amend the strategic objectives for 2015 and beyond. Currently, in agreement with the strategic plan, the following items are adhered to:

- To promote the exchange of information among experts with experience in the field of paediatric infectious diseases by the organization of scientific meetings, the establishment of international study groups and networks, the participation in advisory boards of other societies, the organization of symposia at other international meetings, and through publications by members in the Paediatric Infectious Diseases Journal.

- Independent unit training
  To support the formation and function of centres of paediatric infectious diseases (e.g. sections, departments, divisions) in order to encourage progress in the field of infectious diseases in childhood. In this respect ESPID serves as a member of the European Board for Paediatrics and supports the development of criteria and programmes for training in the field of paediatric infectious diseases. The availability of excellent training, further education and research in the field of paediatric infectious diseases, as well as the establishment in excellent clinical care in PID shall be given high priority.

- Co-operative studies
  To carry out co-operative studies in Europe and internationally in the field of prophylaxis, diagnosis, treatment and prevention of infection in childhood.

- To enhance education
To provide education in the field of paediatric infectious diseases by organizing meetings for this purpose including annual scientific meetings, training programmes and educational workshops, offering fellowship and travel awards and fostering official publication of scientific proceedings and other materials in the PID Journal.

4. ACTIVITIES

ESPID offers a large number of grants and fellowships to facilitate information exchange, education, and research in the field of paediatric infectious diseases. The exact scope of each of these awards varies. The Small Grant Award and the Young Investigator Award fund individual research projects. The former focuses on projects designed to acquire preliminary data while the latter provides funding to selected excellent researchers under 40 years of age. ESPID also supports research through its Collaborative Research Meeting Scheme, which funds multi-centre international projects conducted by members of more than one European nation. ESPID funds two sets of fellowships. Training Fellowships allow members to go abroad and acquire clinical experience in an excellent medical centre elsewhere in Europe or another continent. The ESPID Fellowships Awards provide funding for basic or clinical research.

ESPID also supports projects designed to educate medical professionals. It funds training sessions for clinical trainees and continuing medical education for qualified physicians with its Training Course and Workshop Award. Additionally, the ESPID Postgraduate Teaching Visits to Resource Poor Countries encourages members to teach paediatric infectious diseases in countries with low or lower-middle income.

The ESPID Annual Meeting, held every year since 1983, consists of various workshops, lectures, and symposia to provide healthcare professionals with the latest scientific information about the pathogenesis, diagnosis, treatment, and prevention of paediatric infectious diseases. The meeting is organized jointly with the ESPID Foundation. ESPID also hosts regional training sessions and educational workshops in various European countries. Travel awards are available to allow members to travel both to the Annual Meeting and to relevant scientific congresses. Lectures and presentations are often recorded by ESPID for use as webcasts on the association’s website. The site currently has over 30 presentations available for its members.

5. Outline for the format of the annual meeting (quality and structure)

This document was written to come to a uniform structure for the ESPID annual meeting, fulfilling the goals defined in the strategic plan (goal N°3): ‘To excel the content and structure of ESPID Annual Meetings in order to strengthen even further its position in the PID field worldwide’.

5.1. Overall structure of the meeting

a. Duration

The ESPID Board previously discussed if the duration of the meeting should be increased because of the large number of participants and the abundance of scientific material to be presented. In addition, the ESPID Board has decided that the balance between pre-congress symposia (two days in Milan 2013) and the Scientific Programme of the ESPID Meeting (two days in Milan 2013) should not be extended to facilitate more pre-congress symposia. Nevertheless, research and
networks within ESPID are still growing and require space and time for their members to meet during ESPID.

From the previous meetings we learned that the number of presentations and sessions has greatly increased, mainly in the scientific part of the meeting. The total number of scientific sessions (plenaries, symposia, oral sessions, interactive case, and literature review) was 7, 13, 15, 16 and 19 in 2008, 2009, 2010, 2011 and 2012 respectively.

The ESPID Board concludes that the current duration; i.e. Tuesday morning until Friday (Saturday for the Research Master Class) evening should not be increased. For most attending professionals, it is already a long period of time to be absent from work. Moreover, there are extra costs associated with a time length increase both for ESPID (venue rental, meals etc.) and for participants (stay). The meeting should therefore be optimally organised within the existing timeframe.

Despite the economic situation worldwide, ESPID has been successful in acquiring sponsoring from the pharmaceutical industry. In 2013 Milan a record number of 10 pre-congress symposia was scheduled. The ESPID Board is confident that we will be able to sustain a high level of support of the next few years. However, pharmaceutical industry is currently reconsidering the use and necessity of exhibitions at international meetings, and is increasingly tied to the rules of the European Federation of Pharmaceutical Companies (EFPIA), which restrict the funding of individual participants to go to the annual meeting and also restrict the organization of symposia and the marketing activities thereof. Although these rules are not yet fully implemented in some countries, the effects are already noticeable. This necessitates reconsideration from the Board and its members on the collaboration with pharmaceutical industry and possible changes in ESPID’s strategy. For the organizers of the meeting it is important to carefully consider these issues and discuss them timely with the board and the compliance officer.

b. Integration of the ESPID Meeting with Industry sponsored symposia (ISS)

The ESPID Board has discussed the possibility to integrate the ISS within the ESPID Meeting. At this stage, there is no demand from the industry to drastically change the structure. Attendance to the industry sessions is high and feedback is good. The current partnership with companies works well and the two days offered for sponsored symposia should be maintained, as long as both parties are happy with it. The schedule cannot be shorter as there is a need to provide all companies with requested plenary symposia. Importantly, the ESPID Board believes that no parallel sessions should be proposed for the ISS, as there is an ESPID agreement that companies should be able to address all attendees. However, the pre-congress industry part should not exceed the duration of ESPID meeting itself and duration should therefore not be extended over two days.

Recently, one of the pharmaceutical companies requested the opportunity to organize an educational symposium, using an unrestricted grant, within the actual ESPID meeting. The Board has rejected this proposal due to concerns that other companies would object and point out a possible preferential treatment. However, the Board will in the future continue to discuss this issue with its members, which may result in reconsideration.

An important strength of ESPID’s scientific meeting is the fact that attendance remains high even for the last session on the Friday, as shown by the Figures (750, 915, and 845) from the last three annual meetings.
The ESPID Board is aware of the increasing importance to comply with guidelines such as for example those from the EFPIA. As part of these guidelines the Friday Night Network Dinner cannot be sponsored and marketed any longer by ESPID funding, funding associated with the Meeting, or funding by the ESPID Foundation. Currently marketing activities cannot be displayed on the Congress website. However, it is possible to have a separate set of mailshots through the Society/Kenes to inform participants of the meeting about this activity. Furthermore, the ESPID booth is allowed to promote the event and tickets can be sold at the Registration Desk. Should the LOC receive local support from, for example, the organizing city or their subspecialty organization, then these can be used towards reduction of the costs for this networking event. The ESPID has a Code of Conduct in place for the (pharmaceutical) companies that sponsor the Annual Meeting. Adherence to this Code of Conduct is carefully monitored by Kenes and by the ESPID Board.

5.2. Type of sessions, scientific content

The ESPID Board has discussed how it can increase free communications, maintain high level plenaries and symposia, organization of an interactive case session and a literature review session, offer symposia to other societies (for example PIDS, WHO and ESID), the Best of ESPID and Bill Marshall Award Lecture, all within a limited time frame of two days. At the same time, we strongly feel that the scientific content of the meeting needs to be diversified in order to meet the requirements of our growing society and cover a broad array of topics relevant to PID. The increasing number of sessions and invited speakers, necessitates a careful view of the costs.

a. Type of sessions

With the increasing number of participants, it has become necessary to organize more and more parallel sessions. However, keeping outstanding plenaries is important to cover topics of interest to all PID specialists and other ESPID attendees and to further enhance the global profile of ESPID as the leading organization in the field of Paediatric Infectious Diseases. In the past five years we have seen a trend for a growing number of good quality abstracts, which are worth to be presented in a more interactive way instead of just presenting them as a poster. This is the reason the Board has initiated the concept of ePosters in 2011. ePosters are short oral presentations (7 minutes) in which five PowerPoint slides are presented followed by a short discussion. This concept has become very popular as it enables an estimated 170 presentations during the ESPID Annual Meeting. In the 2013 Milan meeting ESPID has offered online access to the ePosters during the meeting. From now on, ePosters will be renamed as Short Oral Presentations (SOP).

SOPs may contain a maximum of 5 slides (title, introduction, materials and methods, results and discussion). These can be sent electronically to Kenes before the meeting or handed in at the meeting. Abstracts as well as the 5 slides will be made available to the participants through the congress mobile application, the ESPID Congress website, and the interactive screens available during the meeting in the congress centre (upon permission from the presenter). The opportunity will be provided to all those selected for SOP’s to OPTIONALLY submit an electronic and/or paper version of their presentation and also to hang the poster in the poster area or add the electronic version to our app and website and present it on the congress screens.

In the 2013 Milan meeting we have reinitiated the concept of Poster Moderated Walks (PMW). Please note that selection of oral presentations is done on the basis of the highest scoring abstracts. Selection of Short Oral Presentations is based on those abstracts that fall in the category below the Oral Abstracts. The next category of good abstracts still contains interesting
material to be discussed during a Poster Moderated Walk. These will take place during lunch on Thursday and Friday. **No parallel activities are allowed at these times** in order to maximize attendance. The PMW’s will be chaired by senior PID specialists. In 2013 we successfully explored the possibility to provide participants of these PMWs with a microphone for the chair and a microphone for the presenter or participants. Please discuss technical aspects of these presentations with the PCO.

The ESPID Board has formalized a standard for all ESPID Annual Meetings. This standard needs to be adhered to by the local organizers of the ESPID Annual Meeting. Should the organizers wish to change this standard, they need to discuss this with the ESPID Board. This procedure will ensure continuous quality of the ESPID Annual Meeting. To further increase quality insurance the ESPID Board has decided to provide the members with the opportunity to score all presentations via an online tool as well as an app. **This is planned to be implemented for ESPID 2015.**

To summarize the following components are mandatory for the ESPID Annual Meeting:

1. **10-14 meet the professor (MP) sessions (5-8 on each day).** It is important to limit the number of participants (the exact number still to be decided by the ESPID Board) to keep these sessions interactive and to continue with the tickets system to limit attendance. Each MP must be chaired by two experts: one local and one international. This will also provide the LOC with the possibility to invite PID colleagues from their own country, who will be waived the registration fee and costs for accommodation (2 nights). Please note that these colleagues can also participate as chairs of individual sessions. However, if they only act as chairs they are not eligible for compensation of registration and accommodation.

2. **Two plenary sessions on specific PID topics/breaking news with outstanding speakers.** One of the plenary sessions should be placed as the last session on the Friday afternoon to attract a large audience. The other session should ideally be placed at the beginning of the meeting on the Thursday. ESPID has been successful in attracting international outstanding scientists not only in PID but also in related fields for these plenaries. Please consider to invite Nobel Prize winners and other top-ranking scientists: always ensure that speakers are aware that their audience consists of experts in the field of PID. These world renowned speakers often need to be invited before the complete program is submitted for approval to the Board. Please make sure as an organizer that you discuss these invitations with the board at an early stage. Please note that Nobel Prize winners are the only ones that can be offered business class flight tickets.

3. **Six symposia: two sets of three parallel symposia.** Exceptions are possible, but require discussion with the Board. In 2015 we have 7 symposia.

4. **One interactive case session and one literature review session in parallel with oral sessions.**

5. **Four to six oral sessions: two sets of two parallel sessions, each preceded by a 20 minutes state of the art mini-lecture to introduce the session.** The plan is to award the three best oral presentations with €100 and present these as very short reports in PIDJ or on the ESPID website. Presentations must be scored by the chairs of the session (decision still with Board).

6. **A minimum of 12 Short Oral Presentation sessions.** Presenters who are selected for Short Oral Presentation do not have to bring/print a poster, but must supply their material electronically on site or prior to the meeting. The five slides prepared by the presenting author must be sent in advance so the chairs can prepare the session. There must be one local and one international
chair. The plan is to award the three best SOPs with €100 and present these as very short reports in PIDJ or on ESPID website. Presentations must be scored by the chairs (decision still with Board).

(7) Regular poster presentation: As there is a need for poster presentations and interaction with the presenter, ESPID maintains a so-called regular poster presentation during the Annual Meeting. Posters will be put up for a total of 2 days on the so-called poster boards. During poster sessions there will be NO other activities, including closed meetings supported by the ESPID organization. In addition the best posters are selected for the Poster Moderated Walk. The plan is to award the three best posters with €100 and present these as very short reports in PIDJ or on ESPID website (decision still with Board).

(8) Interactive case sessions, including a panel are also part of the annual meeting.

All material from the meeting is made available online in the member zone of the ESPID website and an increasing number of materials can be accessed online during the meeting.

5.3. Scientific content

The ESPID Board has decided that the Annual Meeting should not have a specifically defined theme; there should be room for many of the various facets of PID. We must meet the expectations of a broad audience of PID specialists, clinicians interested in PID, researchers, epidemiologists, basic scientists, microbiologists, etc.

The ESPID Board feels it is important that clinical research (patient-oriented), translational research (disease-oriented), and basic research are represented in the meeting. Specific scientific areas, that as a whole are underrepresented, deserve more attention in the meeting such as for example tropical diseases, parasitic infections, infections by HIV, etc.

The local organizing committee and the international scientific committee are stimulated to expand the spectrum of topics presented at the ESPID Meeting. This ensures an increasing number of PID specialists will become interested and involved in ESPID.

5.4. Organising committee: local organizing committee and international scientific committee: LOC, ISC

It is the responsibility of the local organizing committee to develop the programme in close collaboration with the international scientific committee and to provide suggestions for topics, speakers, etc.

Subsequently the ISC may provide additional input which will then result in a proposal from the LOC to the ESPID Board. Once finalized, the programme has to be approved by the ESPID Board. Invitations to speakers cannot be sent before the Board has approved the program. The Board will mandate two of its members as representatives to liaise with the LOC, and the ISC. The LOC is responsible, in close collaboration with the Kones representatives and the ESPID Board, for the choice of the venues for the ESPID dinner, the network dinner, and the programme of the opening ceremony. The final decision on all these issues is with the ESPID Board.

The ESPID Board takes responsibility for installing an ISC for the ESPID Annual Meeting. Please note that ESPID has become a meeting not just for European specialists but also increasingly for PID specialists from other continents: 25% of the participants are from the USA, Canada, Australia, Asia, Africa, and South America. It is therefore important that the ISC contains representatives from these regions, and that excellent speakers from these continents are also invited. Of course the majority of invited speakers should be from Europe and when quality is comparable, European speakers are preferred. A good representation of speakers from the host country selected on the basis of high quality is highly appreciated. Please consider that these speakers can have backgrounds different from PID. Also keep in
mind that both the scientific quality as well as the ability of speakers to give a great talk focused on a pediatric audience are essential selection criteria for speakers. Please note that the ISC members may be invited as speakers, but are not automatically invited to the meeting and reimbursed for any expenses. Reimbursement rules are defined in chapter 21.

The LOC is entitled to receive a maximum of EUR 15,000 in the form of a loan, which can be used to cover the expenses related to the organization of the meeting, such as secretarial support. Applications for this loan can be sent directly to the ESPID Treasurer. These costs need to be documented in a proper manner to the Treasurer. In addition the LOC is entitled to receive a grant of EUR 15,000 after the annual meeting has been closed. This grant is a reward for the organizers. The conditions under which this grant will be given are as follows:

- Congress chair is supported by 15,000€ for organisational purposes
- After the congress spendings have to be laid open to the treasurer (pre-conditions for the 2nd grant)
- Hereafter, research proposal should be submitted to the treasurer and chair of the research committee
- Proposal: 2-4 page summary of the planned research project and 1 page summary of budget
- Final approval of both treasurer and chair of the research committee

5.5. Research masterclasses and research networks

As from the 2013 Milan meeting, a separate ESPID Research Masterclass Committee has been established. The organization of the ERMC and its activities are well-documented, and the ESPID Board has approved the guidelines developed by the committee.

The primary aim of ERMC is to provide better opportunities for young researchers to present their studies and discuss their research with other junior colleagues as well as with European research group leaders. During the Masterclass, the junior researchers will be trained how to present their data, ask questions or chair a session. They will receive guidelines for scientific discussion in a seminar type of positive atmosphere. The second aim of the seminar is to provide the researchers a better view of recent PID research in Europe and also to stimulate discussions of new research collaborations among ESPID members.

The report of the last Research Masterclass which took place in Milan in 2013 as well as the template of the invitation to participate in ERMC are in the Appendix of the current document.

Research networking activity has seen continuous growth in the past few years. The Research Committee plays an important role in the facilitation of network development. The ESPID Board has approved in 2013 a Memorandum of Understanding between ESPID and Penta-ID on the conditions of collaboration between the two organizations (Appendix).

Network meetings during ESPID can take place in parallel with industry sponsored symposia on the Tuesday and Wednesday, provided these are closed workshops on invitation basis only. They can also be organized in the morning in parallel with the meet the professor sessions. Meetings taking place on the Tuesday and Wednesday should be closed as they should not compete with industry symposia for audience. The schedule of these meetings will be announced by the secretariat to all ESPID members.
5.6. Abstract Review and Scoring system

This subject remains an important point for discussion in the Board and in the LOC. The following issues have been addressed by the Board and previous organizers:

1. Decision on abstract categories
2. Review of all abstracts by three reviewers
3. Abstract scoring system
4. Strict adherence to deadlines for submission, no automatic extension of the deadline
5. Evaluation of abstracts by LOC and ISC

- ESPID has decided to increase the number of reviewers by setting up a register of specialists in specific fields (this is an ongoing activity).
- Good reviewers are selected by the LOC on the basis of experience in PID.
- Reviewers will evaluate a maximum of 100 abstracts
- Major discrepancies in the scoring of abstracts should result in a second round of evaluation by 3 different reviewers.
- Late breakers can only be accepted on the basis of novel ground-breaking information, by the LOC.

ESPID will accept no Late Breaking Abstracts:

5.7. ABSTRACTS

- If an abstract has been accepted - the applicant has has until the early registration deadline to register for the congress
- If an abstract author(s) do(es) not register, the abstract will be removed from the program and will not be included in the printed materials (should 1 of multiple authors register, the abstract will be included)
- Only abstracts of registered participants will be published
- Abstracts will be published on the ESPID Congress website.

The following timelines for abstract submission are in place:

- Submission deadline – 5 months prior to congress
- Abstract Review starts within 3 days of deadline
- Abstract review to take maximum of 2 weeks
- Late breaking submission will be open for posters
- Notification to all accepted abstracts (in presentation type) to be sent up to 10 days before Early Registration Deadline

5.8. Abstract Scoring system

Reviewers are provided with a rating system for the abstract review process. They will rate the abstracts according to:

- Originality
- Quality of study design
- Clinical or scientific relevance
- How well are the conclusions supported by results?
- Presentation of the data in the abstract
Using the above mentioned abstract characteristics, the reviewers are asked to score the abstract as follows:

<table>
<thead>
<tr>
<th>ABSTRACT SCORE (tick box)</th>
<th>If Score 3,4,5: Prefer (tick)</th>
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<tbody>
<tr>
<td>5</td>
<td>Excellent Oral or poster</td>
</tr>
<tr>
<td>4</td>
<td>Very good Oral or poster</td>
</tr>
<tr>
<td>3</td>
<td>Good Oral or poster</td>
</tr>
<tr>
<td>2</td>
<td>Adequate</td>
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<tr>
<td>1</td>
<td>Insufficient</td>
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The ESPID Board has decided that a cut-off point for acceptance/rejection is essential and that a maximum of 15% of the abstracts can be rejected. An average score lower than 2.0, on the basis of three reviews, results in automatic rejection.

Proposed rejection reasons

- Poor use of language and grammar
- Incorrect methodology
- Data do not support conclusions
- Insufficient or no data
- Out of the scope of ESPID
- Previously published
- Promotional in nature
6. COMMUNICATION WITH PCO and other stakeholders

6.1 Distribution of Tasks between ESPID Association Manager and PCO Project Manager

<table>
<thead>
<tr>
<th>Congress Project Manager</th>
<th>Society Association Manager</th>
</tr>
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<tbody>
<tr>
<td>Organisation of the congress from Kenes International Core PCO (Professional Congress</td>
<td>Organisation of the society from Kenes Associations World wide</td>
</tr>
<tr>
<td>Organiser)</td>
<td></td>
</tr>
<tr>
<td>Main contact for association on all matters relating to the congress</td>
<td>Main contact for association on all matters except the congress.</td>
</tr>
<tr>
<td>Consultant for committee on matters such as</td>
<td>Management of matters such as</td>
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<tr>
<td>Meeting Architecture</td>
<td>Secretarial tasks</td>
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<tr>
<td>CME &amp; Compliance</td>
<td>Membership</td>
</tr>
<tr>
<td>Strategy</td>
<td>Strategy (non-congress)</td>
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<tr>
<td>Site Selection</td>
<td>Marketing and Social Media</td>
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<tr>
<td>Marketing and Social Media</td>
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<tr>
<td>Insurance &amp; Risk Management</td>
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<tr>
<td>Project manager coordinates the congress team and collects information/decision making</td>
<td>Association Manager coordinates the</td>
</tr>
<tr>
<td>items for the committee (team distribution below)</td>
<td>communication to and from the Society, on</td>
</tr>
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<td></td>
<td>behalf of the Executive Board</td>
</tr>
<tr>
<td>Manages congress budget</td>
<td>Support the management of financial</td>
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<tr>
<td>Timelines related to the evaluation of presentations, the webcasts and the financial</td>
<td>transactions</td>
</tr>
<tr>
<td>reporting (post congress) (still under discussion withing ESPID Board).</td>
<td></td>
</tr>
<tr>
<td>Manages congress team tasks and timeline</td>
<td>Manages Association Management team</td>
</tr>
<tr>
<td>Congress team tasks include:</td>
<td>Association Management team tasks include:</td>
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<tr>
<td>Venue research, purchasing, negotiation and pre-financing</td>
<td>Facilitating EC Meetings</td>
</tr>
<tr>
<td>Congress Marketing</td>
<td>Minute taking</td>
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<tr>
<td>Industry sales and contact with industry partners</td>
<td>Membership management</td>
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<tr>
<td>Scientific Programme management and contact with speakers</td>
<td>Membership marketing and development</td>
</tr>
<tr>
<td>Registration processing</td>
<td>Award administration</td>
</tr>
<tr>
<td>Technical aspects of congress : rental, equipment, exhibition</td>
<td>Elections</td>
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<tr>
<td>Onsite management and staffing</td>
<td>Coordinating the Committees</td>
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<tr>
<td></td>
<td>(Non-congress related fundraising)</td>
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<td></td>
<td>Coordinating marketing and communication</td>
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6.2 CONGRESS PROJECT MANAGER REPORTING

The project manager will present updates to the executive committee based on the timelines below. The Association Manager and team will be copied on all reports together with the Board.
- **Executive Updates (email)**
  - every 2 weeks until 6 months before
  - Weekly from 6-2 months before
  - Weekly + from 2 months before

- **Progress Reports (full report)**
  - Quarterly (incl. Board meetings)

- **Monthly teleconference – Project team join Board calls with AM**
  - Documents
    - Reports, documents and contracts will be saved on the ESPID shared dropbox
    - Reports should always be presented with stats from previous 2 congresses as comparison
  - Timeline
    - See appendix 1 for full timeline template based on ESPID 2014
### 6.3 STAKEHOLDER CONTACT DETAILS

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<tr>
<th><strong>ESPID Board</strong></th>
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<tbody>
<tr>
<td>President</td>
<td>Ronald de Groot</td>
<td>Email: <a href="mailto:Ronald.deGroot@radboudumc.nl">Ronald.deGroot@radboudumc.nl</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Fernanda Rodrigues</td>
<td>Email: <a href="mailto:rodriguesfmp@gmail.com">rodriguesfmp@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Tobias Tenenbaum</td>
<td>Email: <a href="mailto:Tobias.Tenenbaum@medma.uni-heidelberg.de">Tobias.Tenenbaum@medma.uni-heidelberg.de</a></td>
</tr>
<tr>
<td>Member</td>
<td>Terho Heikkinen</td>
<td>Email: <a href="mailto:terho.heikkinen@utu.fi">terho.heikkinen@utu.fi</a></td>
</tr>
<tr>
<td>Member</td>
<td>Jesus Saavedra</td>
<td>Email: <a href="mailto:jesaave@yahoo.es">jesaave@yahoo.es</a></td>
</tr>
<tr>
<td>Member</td>
<td>Emmanouil Galanakis</td>
<td>Email: <a href="mailto:emmgalan@med.uoc.gr">emmgalan@med.uoc.gr</a></td>
</tr>
<tr>
<td>Young ESPID Member</td>
<td>Marieke Emonts</td>
<td>Email: <a href="mailto:marieke.emonts@newcastle.ac.uk">marieke.emonts@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>Young ESPID Member</td>
<td>Ana Brett</td>
<td>Email: <a href="mailto:anacbrett@gmail.com">anacbrett@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ESPID Secretariat</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Association Manager</td>
<td>Marcel Dekker</td>
<td>Email: <a href="mailto:mdekker@kenes.com">mdekker@kenes.com</a>  Tel: +31-20-7630102</td>
</tr>
<tr>
<td>Asst. Association Manager</td>
<td>Olga Coschina</td>
<td>Email: <a href="mailto:Ocoschina@kenes.com">Ocoschina@kenes.com</a> Tel: +31-20-7630104</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Congress Organizers (PCO)</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Idit Reisner</td>
<td>Email: <a href="mailto:ireisner@kenes.com">ireisner@kenes.com</a>  Tel: +972 3972 7545 Mobile: +972 54 6787945</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Avital Rosen</td>
<td>Email: <a href="mailto:arosen@kenes.com">arosen@kenes.com</a>  Tel: +972 3 9727569 Mobile: +972 54 6787869</td>
</tr>
<tr>
<td>Associate Project Manager</td>
<td>Vanessa Fisher</td>
<td>Email: <a href="mailto:vfisher@kenes.com">vfisher@kenes.com</a>  Tel: +972 3 9727931 Mobile: +972 54 6787931</td>
</tr>
<tr>
<td>Industry Liaison &amp; Sales</td>
<td>Carolina Barbosa Groenendaal</td>
<td>Email: <a href="mailto:cgroenendal@kenes.com">cgroenendal@kenes.com</a> Tel: +31 20 763 01 01</td>
</tr>
<tr>
<td>Chairs of Committees</td>
<td>Name</td>
<td>Email</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Education</td>
<td>Hermione Lyall</td>
<td>Email: <a href="mailto:Hermione.Lyall@imperial.nhs.uk">Hermione.Lyall@imperial.nhs.uk</a></td>
</tr>
<tr>
<td>Scientific Affairs and Awards</td>
<td>Adam Finn</td>
<td>Email: <a href="mailto:Adam.Finn@bristol.ac.uk">Adam.Finn@bristol.ac.uk</a></td>
</tr>
<tr>
<td>Research</td>
<td>Philipp Henneke</td>
<td>Email: <a href="mailto:philipp.henneke@uniklinik-freiburg.de">philipp.henneke@uniklinik-freiburg.de</a></td>
</tr>
<tr>
<td>Research Masterclass</td>
<td>Pierre Smeesters</td>
<td>Email: <a href="mailto:pierre.smeesters@mcri.edu.au">pierre.smeesters@mcri.edu.au</a></td>
</tr>
</tbody>
</table>
7. COMMITTEES AND DISTRIBUTION OF TASKS

7.1 ESPID Committees distribution of tasks (i.e. who to contact about what)

<table>
<thead>
<tr>
<th>ESPID Board</th>
<th>Local Chairperson</th>
<th>Scientific Programme Committee (SPC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversight of all society items</td>
<td>Facilitate task force (communication and work flow)</td>
<td>Made up of 2 representatives on behalf of the Board, the LOC members, and the ISC members, nominated by the Board</td>
</tr>
<tr>
<td>Involved in all congress final</td>
<td>Provide content for web page on ESPID society website, for monthly newsletter</td>
<td>Local Chair responsible for the scientific programme at the Annual Congress (final decision made by Board)</td>
</tr>
<tr>
<td>decisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To confirm financial elements of the</td>
<td>Abstract Review</td>
<td>Develop programs for both main sessions and workshops in the program</td>
</tr>
<tr>
<td>congress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final decision makers</td>
<td>Conference Calls/Video Conference and email</td>
<td>Follow up on programme development incl. Speaker replacements and equipment/materials for workshops</td>
</tr>
<tr>
<td>Congress Site Selection</td>
<td>Suggest reviewers for abstracts from members</td>
<td>Act as reviewers for abstracts</td>
</tr>
<tr>
<td>Receive congress reports for input</td>
<td>2 meetings per year at annual congress and conference calls</td>
<td></td>
</tr>
</tbody>
</table>

7.2. Committee Meetings Finances

Related to attendance of the ESPID annual meeting the following points are of importance:

- Only the chair or deputy chair will be covered for meetings with the Board
- Travel to meetings at congresses prior to meeting in the organizing country will be refunded as follows (only for those who are not invited as speakers/faculty in advance)
  - 2 nights’ accommodation up to Euro 200
  - Economy travel
  - No registration to congress (when meeting at congress)
  - Maximum of 2 meetings
8. VENUE SELECTION – ESPID CONGRESS

8.1 ESPID Congress Venue Selection Pre-requisites

- Call for Bids to be initiated 3 years in advance of annual meeting
- The PCO is to suggest a venue for the ESPID congress 3 years in advance
- Site Selection Report should include a minimum of 3 venues for consideration
- The Board may also suggest venues for consideration
- The final decision on a venue will be made by the Board based on this report
- A senior well respected ESPID member is necessary for a venue to ‘win’ a bid
- ESPID is devoted to European venue rotation and will attempt to visit new cities each year and support new markets where possible
- Cost should be considered as an important factor for the venue choice so as to reduce risk and allow a profit for the society

8.2 Technical requirements for RFP (request for proposal)

Key:

black = in use
blue = set up
red = no need

<table>
<thead>
<tr>
<th>Use</th>
<th>Set up</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>3xOnsite 1xFaculty 1xTours 4xPre-Paid</td>
<td>Set Up</td>
<td>Set Up</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td>Exhibition, F&amp;B</td>
<td>Exhibition 200 sqm net 1200 pax</td>
<td>Set Up</td>
<td>Set Up</td>
<td>In use from 09:00</td>
<td>v</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td>Posters</td>
<td>One Shift Poster Rounds with headphones. Facility for minimum of 700 posters. All posters in Poster area will be listed by topic</td>
<td>x</td>
<td>Set Up</td>
<td>In use from 09:00</td>
<td>v</td>
<td>v</td>
<td>v</td>
</tr>
<tr>
<td>Plenary – Hall A</td>
<td>Minimum 2000 pax</td>
<td>Set Up</td>
<td></td>
<td>In use from 09:00</td>
<td>v</td>
<td>v</td>
<td>v</td>
</tr>
<tr>
<td>Hall B</td>
<td></td>
<td>Set Up</td>
<td></td>
<td>v</td>
<td>v</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td>Hall C</td>
<td></td>
<td>x</td>
<td>Set Up</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td>Hall D</td>
<td></td>
<td>x</td>
<td>Set Up</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td>Hall E</td>
<td></td>
<td>x</td>
<td>Set Up</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td>Room</td>
<td>Set Up</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hall F</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall G</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall H</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall I</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master class</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Lounge</td>
<td>Lounge - 75 invited</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SRR</td>
<td>(Office) Speakers Ready Room</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ESPID Boardroom</td>
<td>U-Shape 20 pax Projection/Screen Laptop Buffet Station for F&amp;B</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ESPID Society Office</td>
<td>Boardroom for 10 pax</td>
<td>x</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenes Staff Office/Catering/Storage</td>
<td>Empty</td>
<td>Set Up</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
9. SCIENTIFIC PROGRAMME

9.1 Congress frame:

<table>
<thead>
<tr>
<th>SESSION</th>
<th>DETAILS</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| Walter Marget Educational Workshop | 1 full day (Wednesday)                       | Managed by Society

Applicants who are accepted to the workshop will receive waived registration to the ESPID 2013 Meeting. In addition up to 5 accepted applicants from resource poor countries (List of countries below) will be reimbursed for travel expenses (flight and accommodation) up to a maximum amount of (EURO) €1,000 after the annual meeting.

<table>
<thead>
<tr>
<th>Young ESPID Meeting</th>
<th>2 hours (or less – important: no overlap with WMW (Wednesday)</th>
<th>Organised by Young ESPID in Congress Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Sessions</td>
<td>2 Full days (Tuesday and Wednesday)</td>
<td>Plenary sessions of 90’</td>
</tr>
<tr>
<td>Meet the Professor</td>
<td>15 sessions in main programme</td>
<td>New session type 7:30 – 08:20 on Thursday and Friday</td>
</tr>
<tr>
<td>ESPID Special Symposium</td>
<td>6 sessions</td>
<td>Organised by LOC and ISC</td>
</tr>
<tr>
<td>ESID Opening Symposium</td>
<td>1 session</td>
<td>Key note lectures organised by LOC Chair and Board</td>
</tr>
<tr>
<td>Oral Sessions</td>
<td>2 sessions</td>
<td>Mixed session of invited speaker and abstract submitters</td>
</tr>
<tr>
<td>Short Oral Presentations</td>
<td>12 sessions</td>
<td>Abstract submissions</td>
</tr>
<tr>
<td>Literature review</td>
<td>1 session</td>
<td>Organised by LOC and ISC</td>
</tr>
<tr>
<td>ESPID Symposium</td>
<td>7 sessions</td>
<td>Organised by LOC and ISC</td>
</tr>
<tr>
<td>Plenary Sessions</td>
<td>4 Plenary</td>
<td>Plenary Speakers suggested by LOC chair and ISC</td>
</tr>
<tr>
<td>Best of ESPID</td>
<td>1 session</td>
<td>Abstract submissions and Committee of prizes and awards</td>
</tr>
<tr>
<td>Bill Marshall Award</td>
<td>1 session</td>
<td>Award recipient – Plenary Session and Committee of prizes and awards + Board</td>
</tr>
<tr>
<td>Posters</td>
<td>1 shift</td>
<td>Poster rounds with headphones</td>
</tr>
</tbody>
</table>

There are a number of further meetings that take place at the Annual Meeting. Sometimes date and times differ, and therefore they are not included in the below frame:

- ESPID Board Meeting-Day 1 and Day 2 (take place on Monday and Tuesday)
- Walter Marget Education Committee Meeting
- ESPID 2014 Scientific Meeting
- EUCLIDS
- ARPEC Educational Tool: Prudent use of antibiotics among children
- PIDJ editorial board meeting – ERR
- ESPID Research Committee and PENTA – ID meeting
- ESPID Foundation Meeting
- ESPID Committee for Scientific Affairs and Awards
- PIDJ board meeting
- Arpec Meeting
- Industry Meeting
<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
<th>Hall H</th>
<th>Hall I</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.00-15.30</td>
<td>INDUSTRY SYMPOSIUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry Session not included in main event CME/CPD credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.30-15.45</td>
<td>Coffee Break/Ice cream</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.45-17.15</td>
<td>INDUSTRY SYMPOSIUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry Session not included in main event CME/CPD credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TUESDAY, Day 1**

**PRE-MEETING SYMPOSIA**

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
<th>Hall H</th>
<th>Hall I</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.00-09.30</td>
<td>INDUSTRY SYMPOSIUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry Session not included in main event CME/CPD credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09.30-10.00</td>
<td>Coffee Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.00-11.30</td>
<td>INDUSTRY SYMPOSIUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry Session not included in main event CME/CPD credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.30-12.00</td>
<td>Coffee Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.00-13.30</td>
<td>INDUSTRY SYMPOSIUM</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Industry Session not included in main event CME/CPD credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.30-14.30</td>
<td>Lunch break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.30-16.00</td>
<td>INDUSTRY SYMPOSIUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry Session not included in main event CME/CPD credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.00-16.25</td>
<td>Coffee Break/ Ice Cream</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 16.25-17.55 | **INDUSTRY SYMPOSIUM**  
Industry Session not included in main event CME/CPD credit |
| 18:05     | **ESPID OPENING SYMPOSIUM**                                           |
| 19:45-20:15 | ESPID Welcome Words and Opening Ceremony                              |
| 20:15-21:00 | Welcome Reception                                                     |

**THURSDAY, Day 3**

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
<th>Hall B</th>
<th>Hall C</th>
<th>Hall D</th>
<th>Hall E</th>
<th>Hall F</th>
<th>Hall G</th>
<th>Hall H</th>
<th>Hall I</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:30-08:20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08:30-09:15</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
<td>ESPID Plenary Session 1</td>
</tr>
<tr>
<td>09:15-10:00</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10:00-10:30</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30-12:30</td>
<td>LITERATURE REVIEW</td>
<td>ORAL SESSION 1</td>
<td>ORAL SESSION 2</td>
<td>SPECIAL SYMPOSIUM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30-13:30</td>
<td></td>
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<tr>
<td>13:30-15:30</td>
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</tr>
<tr>
<td>15:30-16:00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.00-17.30</td>
<td>ESPID/PIDS SYMPOSIUM 1</td>
<td>ESPID SYMPOSIUM 2</td>
<td>ESPID SYMPOSIUM 3</td>
<td>SPECIAL SYMPOSIUM WORKSHOP</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>17.45-19.15</td>
<td></td>
<td>ESPID AGM</td>
<td>ESPID members only</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
## FRIDAY, Day 4

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
<th>Hall B</th>
<th>Hall C</th>
<th>Hall D</th>
<th>Hall E</th>
<th>Hall F</th>
<th>Hall G</th>
<th>Hall H</th>
<th>Hall I</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:30-08:20</td>
<td></td>
<td>MEET THE PROFESSOR</td>
<td>MEET THE PROFESSOR</td>
<td>MEET THE PROFESSOR</td>
<td>MEET THE PROFESSOR</td>
<td>MEET THE PROFESSOR</td>
<td>MEET THE PROFESSOR</td>
<td>MEET THE PROFESSOR</td>
<td></td>
</tr>
<tr>
<td>08:20-09:00</td>
<td>ESPID SPECIAL LECTURE</td>
<td>ESPID SPECIAL LECTURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>16:45-17:15</td>
<td>BILL MARSHALL AWARD</td>
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<td>17:45-18:00</td>
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## SATURDAY, Day 5

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<tbody>
<tr>
<td>09:00-17:00</td>
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### Timetable for 2015

#### TUESDAY, MAY 12, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
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</thead>
</table>
| 13.00-14.30 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* | |
| 14.30-15.00 | Coffee Break/Ice cream                                                | |
| 15.00-16.00 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* | |
| 16.30-17.00 | Coffee Break/Ice cream                                                | |
| 17.00-18.30 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* | |

#### TUESDAY, MAY 12, 2015 – PRE-MEETING SYMPOSIA

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
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</table>
| 13.00-14.30 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* | |
| 14.30-15.00 | Coffee Break/Ice cream                                                | |
| 15.00-16.00 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* | |
| 16.30-17.00 | Coffee Break/Ice cream                                                | |
| 17.00-18.30 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* | |

#### WEDNESDAY, 13 MAY, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
<th>Hall H</th>
<th>Hall I</th>
</tr>
</thead>
</table>
| 08.15-08.45 |                                                                                   | 08.30-09.45 WALTER MARGOT EDUCATIONAL WORKSHOP  
*(by Invitation only)* | 08.15-09.30 YOUNG ESPID MEETING                                                             |
| 08.45-10.15 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* |                                                                                   | WALTER MARGOT EDUCATIONAL WORKSHOP                                           |
| 10.15-10.45 | Coffee Break                       |                                                                                   |                                                                                   |
| 10.45-12.15 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* |                                                                                   | WALTER MARGOT EDUCATIONAL WORKSHOP                                           |
| 12.15-13.00 | Coffee Break                       |                                                                                   |                                                                                   |
| 13.00-14.30 | INDUSTRY SYMPOSIUM  
*Industry Session not included in main event CME/CPD credit* |                                                                                   |                                                                                   |
<table>
<thead>
<tr>
<th>Time</th>
<th>Session / Activity</th>
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<tbody>
<tr>
<td>14.30-15.00</td>
<td>Lunch break</td>
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<tr>
<td>15.00-16.30</td>
<td>INDUSTRY SYMPOSIUM</td>
</tr>
<tr>
<td></td>
<td><em>Industry Session not included in main event CME/CPD credit</em></td>
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<tr>
<td>16.30-16.50</td>
<td>Coffee Break / Ice Cream</td>
</tr>
<tr>
<td>16.50-18.20</td>
<td>INDUSTRY SYMPOSIUM</td>
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<td><em>Industry Session not included in main event CME/CPD credit</em></td>
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<td>18.30</td>
<td>ESPID OPENING SYMPOSIUM</td>
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<tr>
<td>20.00-20.30</td>
<td>ESPID OPENING CEREMONY AND WELCOME WORDS</td>
</tr>
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<td>20.00</td>
<td>Welcome address</td>
</tr>
<tr>
<td>20.05</td>
<td>Welcome address</td>
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<tr>
<td>20.20</td>
<td>Performance</td>
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<tr>
<td>20.30-21.15</td>
<td>Welcome Reception</td>
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<tr>
<td>07.30-08.20</td>
<td>MEET THE PROFESSOR</td>
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<tr>
<td>08.30-09.15</td>
<td>ESPID PLENARY LECTURE 1</td>
</tr>
<tr>
<td>09:15-10:00</td>
<td>ESPID PLENARY LECTURE 2</td>
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<tr>
<td>10:00-10:30</td>
<td>COFFEE BREAK, POSTER VIEWING, VISIT THE EXHIBITION</td>
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**THURSDAY, 14 MAY, 2015**
<table>
<thead>
<tr>
<th>Time</th>
<th>Literature Review</th>
<th>Oral Session 1</th>
<th>Oral Session 2</th>
<th>ESPID Partner Symposium 1</th>
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<tr>
<td>12:30-13:30</td>
<td>LUNCH BREAK, POSTER VIEWING AND POSTER DISCUSSION, VISIT THE EXHIBITION</td>
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<tr>
<td>13:30-15:30</td>
<td>Short Oral Presentation 1</td>
<td>Short Oral Presentation 2</td>
<td>Short Oral Presentation 3</td>
<td>Short Oral Presentation 4</td>
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<tr>
<td>15:30-16:00</td>
<td>ESPID Partner Symposium 2</td>
<td>ESPID Symposium 1</td>
<td>ESPID Symposium 2</td>
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<tr>
<td>17:30-19:00</td>
<td>ESPID Annual General Meeting (ESPID members only)</td>
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<td>Time</td>
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<tr>
<td>08.30-09.15</td>
<td>ESPID INVITED LECTURE 1</td>
<td>ESPID INVITED LECTURE 2</td>
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<tr>
<td>09.15-10.45</td>
<td>INTERACTIVE CASE SESSION</td>
<td>ESPI D SYMPOSIUM 3</td>
<td>ESPI D PARTNER SYMPOSIUM 4</td>
<td>ESPI D SYMPOSIUM 4</td>
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<td>10.45-11.15</td>
<td>COFFEE BREAK, POSTER VIEWING, VISIT THE EXHIBITION</td>
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<td>ESPI D SYMPOSIUM 4</td>
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<td>15.30-16.00</td>
<td>COFFEE BREAK, POSTER VIEWING, VISIT THE EXHIBITION</td>
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<td>16.00-17.00</td>
<td>BILL MARSHALL LECTURE &amp; AWARD</td>
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<td>ESPI D PLENARY LECTURE 4</td>
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SATURDAY, 16 MAY, 2015

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<tr>
<th>VENUE TBA</th>
<th>09.00-17.00</th>
<th>ESPID RESEARCH MASTER CLASS</th>
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9.2. PROGRAMME IN DETAIL

9.2.1 Walter Marget Educational Workshop (Responsibility of the Committee of Education)
- Session takes place on Wednesday, in Congress Centre
- Full day Session
- Organised independently of the Scientific Programme
- Attendance by invitation only (max. 50 participants)
- Application organised by Society

9.2.2 Young ESPID Meeting
- Organised by Young ESPID
- Half day session on Wednesday, in Congress Centre

9.2.3 Sponsored Sessions
- Sponsored sessions take place on Tuesday and Wednesday – pre congress only
- Session are plenary
- Sessions are 90’
- Program to be discussed and approved by the Board. This is not a task of the LOC/ISC.

9.2.4 Meet the Professor
- Early morning sessions on Thursday and Friday
- 2 professors per session (host country and international)
- Application through sale of tickets.
- Maximum number of participants: based on room capacity (to be decided by LOC)

9.2.5 ESPID Symposia
- Sessions organised by LOC and ISC

9.2.6 ESPID Opening Symposium
- 2 keynote lectures
- Organized by LOC chair, ISC, and Board.
- Takes place before opening ceremony

9.2.7 Opening Ceremony
- Component of official talks (LOC Chair, Representative of host nation, ESPID chair)
- Social Activity (LOC and Kenes)

9.2.8 Oral Sessions
- 2 Oral sessions
- Combination of Invited speakers and top scoring abstracts

9.2.9 Short Oral Presentations
- 12 sessions on Thursday and Friday
- High scoring abstracts

9.2.10 Literature review
- 1 session in the programme
9.2.11 ESPID Symposium
- 7 - 8 sessions
- Organised by LOC and ISC

9.2.12 Plenary Sessions
- 4 Plenary Sessions – 2 per day
- Plenary Speakers suggested by LOC and ISC

9.2.13 Best of ESPID
- 1 session
- Organized by Committee of Scientific Affairs and Awards (CSAA)

9.2.14 Bill Marshall Award
- 1 session
- Candidate to be proposed by CSAA and Board
- Award recipient – Plenary Session

10. CME and Pharmaceutical Compliance

10.1 Accreditation
- Accreditation is provided by UEMS (European Union of Medical Specialists)
- Application for accreditation is made 3 months prior to the congress
- Application requires a complete programme and a full list of faculty
- Speakers must submit disclosures for CME provider

10.2 Evaluation Forms
- All scientific and workshop sessions will be evaluated
- Participants are handed forms as they enter the session hall
- Forms ask as to the quality of presentation such as shown in section 18.1.
- Forms are collected by the hostess after the session
- All data is collated and reported in an evaluation report
- This is not the congress evaluation but rather the scientific evaluation. More information on surveys is in section 18

10.3. Certificate of Attendance
- A full attendance certificate - from midday on the 3rd day
- Before the certificate prints there will be a series of questions to be completed, with 5 key questions similar to those of EBAC - this is to assist with a congress evolution
- CME Certificate will be provided electronically after the congress
- Certificate of Presentation - No certificate of presentation will be given - proof of presentation is a combination of the abstract book, programme and certificate of attendance.

10.4. Pharmaceutical Compliance and EFPIA
- The European Pharmaceutical Industries and Associations (EFPIA) represents the pharmaceutical industry operating in Europe. Through its direct membership of 31 national associations and 35 leading pharmaceutical companies, EFPIA is the voice on the EU scene of 2,000 companies
committed to researching, developing and bringing to patients new medicines that will improve health and the quality of life around the world

- EFPIA’s mission is to promote pharmaceutical research and development in Europe as well as creating a favourable economic, regulatory and political environment, enabling the research-based pharmaceutical industry to meet the growing healthcare needs and expectations of patients.
- In this case they have created an ‘observation index’ by which they pre-assess congress compliance and make recommendations to pharmaceutical companies if to attend a congress. If the assessment is not “green”, the congress organizer needs
- This mainly refers to bringing participants than sponsoring events
- This assessment and other similar are developing fast but all in early stages as of 2012 so we expect rules and requirements to change regularly and rapidly
- The EFPIA observation index refers to the following criteria:
  - Scientific Program
  - Location and Venue
  - Hospitality Provided
  - Other Activities (i.e. sporting, entertainment)
  - Accompanying Persons

10.5. Declaration of Interest Forms

A declaration of Interest form needs to be filled out by the ESPID Board and Committee Chairs. An example is found in Appendix 5, and can also be downloaded from the ESPID site (http://espid.org/data/files/forms/ESPID%20declaration_of_interest_2014.pdf)

11 Abstract Submission Topics

Updated (since Boardmeeting in Dublin in 2014)

- Upper and lower respiratory tract infections
- Severe bacterial and viral infections
- Non-invasive bacterial and viral infections
- Diagnostic tools
- Congenital and perinatal infections
- Epidemiology and public health
- Fungal infections
- Healthcare-associated and surgical infections
- Hiv/aids
- Host-pathogen interactions
- Infection control, antimicrobial resistance, chemoprophylaxis and antimicrobial stewardship
- Infections in immunocompromised and transplant recipients
- Pharmacokinetics and pharmacodynamics of antimicrobials
12 ISSUES REGARDING NO SHOW POLICY - Blacklist

12.1. BACKGROUND
ESPID has noted that an increasing proportion of accepted poster abstracts were not presented at its Annual Meetings (approximately 15-20%). A smaller proportion of ‘No-Show’ abstracts are attributed to oral presentations, nonetheless, those oral presenters who do not attend the meeting with no prior warning of their absence, cause considerable disruption to the programme objective. ESPID wishes to avoid empty space on poster boards in the future in order to save both space and costs, and to prevent gaps in the scientific programme due to presenters who have not arrived. Therefore, the following ‘No-Show’ policy is to be implemented to regulate the presentation process.

12.2. PRE-Congress Steps – Notification of acceptance and No-Show policy
To avoid ‘No-Show’ posters or oral presentations onsite, 3 notifications will be sent to the corresponding presenters.

- The first contact will indicate that the abstract has been accepted as poster or oral presentation and will indicate the deadline to confirm and to register to the Meeting.
- A 1st reminder will be sent to the corresponding author 2 weeks following the first notification if he/she has not yet registered.
- A 2nd reminder** will indicate that the poster or oral presentation will be removed from the program and all associated printed materials if the corresponding author’s registration is not completed within 5 days.

Should the corresponding author be unable to attend the meeting, a registered co-author may present the poster or oral presentation instead.

12.3. NOTIFICATION TO COMPANIES
The Congress Organizer will advise companies about the ‘No-Show’ policy and companies will be asked to provide a registration list 4 months prior the Meeting.

12.4. ORAL PRESENTATIONS
There will be no option for onsite registration for oral presentations. All oral presentations in the scientific programme must be confirmed and registered in advance.

12.5. POST-Congress Actions
The ESPID Meeting Secretariat will identify the empty boards (‘No-Shows’) on 2 consecutive days and send notification emails after the Meeting to all corresponding authors of ‘No-show’ posters. The same applies to oral contributors which were not presented at the Meeting.

The ESPID Meeting Secretariat will manage a list containing details of said participants as of the ESPID Meeting in 2014, and share this information regularly with the ESPID Board.

Should an author of a previous ‘No-Show’ poster or oral contribution submit an abstract to the following ESPID Meeting, a warning will be sent, acknowledging that he/she was a ‘No-Show’ at the previous Meeting.
This warning should be limited to the corresponding/presenting authors only, otherwise “innocent” collaborating researchers, even from other institutions (who have had no real power in the subject matter), could be seriously and unfairly affected.

Should the situation repeat itself, the corresponding author will be excluded from abstract submission for the next ESPID Meeting and will also be excluded from any ESPID award in the following 2 years.

Note: Participants may have legitimate reason for their absence. In such instances, excuses will be arbitrated on a case-by-case basis and the ESPID Board shall instruct the ESPID Meeting Secretariat whether to approve or decline the request.

13 Young ESPID

Young ESPID is formed for and by the next generation of Paediatric Infectious Diseases experts in Europe and beyond. As a group of under 40s they have been actively involved in the ESPID Board and its committees since December 2010. “Young ESPID” was founded as a result of ESPID’s strategic plan 2010-2015. Young ESPID members are stimulated to develop a forum to strengthen PID in Europe and act as a think tank for ESPID. One of the targets is attracting the maximum of young delegates in the host nation.

Young ESPID organizes a meeting at the annual meeting, which always takes place on Wednesday morning, and should be organized in the congress venue.

14. SUPPORT FOR RESOURCE POOR COUNTRIES

For this annual meeting, ESPID is implementing a special subsidized package to attend the annual meeting for ESPID members only, who reside in countries classified with low-income and lower-middle income economies*. This package is limited and will be on a first-come first-serve basis. All other delegates wishing to register are required to register using the standard form.

If members reside in one of these countries for more than 60% of the year, they are eligible to apply for the subsidized package. Accepted applicants will pay EUR 350 (including VAT) which will cover accommodation for up to 4 nights in a single room at a specified 3 stars hotel, conference meals, and registration. Travel arrangements require economy class and will be reimbursed up to a maximum of EUR 1,000.

Eligible ESPID members from these countries who wish to apply for this subsidized package are requested to complete the Registration and Accommodation Form – Support for Resource Poor Countries. This package is limited and will be on a first-come first-serve basis. All other delegates wishing to register are required to register using the standard form.

Application deadline: March 5. Application form can be found in the appendix.

Please note that in order to apply for the support for resource poor countries, you need to be a paying ESPID member. If you are not already an ESPID member, you would need to settle your membership dues before March 1 in order to apply for this support package.

To reach the application page for new members, please click http://www.espid.org/content.aspx?Page=Join&Group=Join

A list of the Resource Pool is Countries can be found in the appendix.
15. AWARDS

Every year ESPID provides a number of Awards to offer its members opportunities to attend PID meetings, to do trainings and research to advance their knowledge.

15.1 ESPID Annual Meeting Travel Award

AIMS
Each year ESPID makes a number of awards towards the cost of travel to and registration fees for the annual meeting. The travel awards will be up to a maximum of Euro 1 000 each for economy class air travel, airport connection fares and early registration fees.

ELIGIBILITY CRITERIA
The following criteria are considered in awarding applicants for travel awards:

- Applicants must be less than 40 years old on the day of the deadline
- Applicants for whom alternative sources of funding may be fewer
- Applicants who have not previously received ESPID travel awards
- Applicants who are presenting papers or posters at the meeting *
- Applicants from countries in which funding is likely to be limited
- Applicants from countries far away from the meeting venue

Normally, each year awards are limited to one per country when the number of applicants is higher than the number of awards

Applicants should be "good standing" members of ESPID and membership fees paid up by the deadline of 1 December if they wish to be considered for this award.

* The abstract submission deadline is 14 January, but if you have submitted an abstract before the travel award deadline of 1 December, it would greatly increase your chance of receiving an award.

Applicants should send the information below to the ESPID secretariat at espid@kenes.ch using the subject title “ESPID Annual Meeting Travel Award 2013”. Applicants without access to email may send applications by fax to +31 20 763 05 11 or by post to ESPID Secretariat, De Ruyterkade 7, 1013 AA, Amsterdam, The Netherlands.

Deadline for applications: 1 December each year

Applicants should apply for the early registration rate before 1 December like all other delegates. (Although if your registration depends upon you securing a travel award, then do not register and an arrangement will be made for you in these circumstances. You will be allowed to pay the lower rate after 1 December if your travel award is successful, provided that you have registered by the end of January 2013, by when the results of the travel award scheme will have been announced).
15.2 Fellowship Award (2014 - 2016)

AIMS
In 2014 ESPID is offering three Fellowship Awards sponsored by ESPID, fellowships can take place outside or within applicant’s own institution and country.

Completed applications for ESPID Fellowship Award must be received by 31 January for the awards to be presented in May. The goal of the fellowship award is to stimulate basic or clinical research that utilizes advanced techniques and methods to improve the health of children by prevention or management of infectious diseases. Applications with emphasis on prevention will receive high priority.

ELIGIBILITY CRITERIA
Applicants must either come from the European region or must be resident and working there to undertake the fellowship or both.

- Applicant must be less than 40 years old on the day of the deadline
- Applications from individuals who have previously received an ESPID fellowship of this kind will not be considered. (Previous recipients of other ESPID awards, including training fellowships are not excluded)
- Candidates must possess a medical qualification (MD or equivalent) and/or PhD - selection preference will be given to physician scientists.
- At the time of application the candidate must be either accepted for a paediatric infectious diseases fellowship programme or should already be working in such a programme or have embarked upon the nearest equivalent training pathway that exists in their country.
- The award will be for the two years of training, during which time the applicant will be expected to devote the major proportion (at least 75% of time) working on the research project described in the application. It is expected that candidates should usually spend the full two years of the fellowship, an absolute minimum of 18 months is required, working in and living near the host centre.
- At least one out of the mentor supervising the fellow at the host institution (if applicable) or the fellow’s supervisor at their home institution must be a member of the European Society for Paediatric Infectious Diseases. The former must directly and personally supervise the fellow during the visit to the host institution. For fellowships being undertaken at the home institution, it is understood that there is only one supervisor who must comply with these regulations.
- The fellowship training can take place anywhere in the world, including own country or institution.
- Applicants must be good standing ESPID members
- Applications not fulfilling all of these criteria will not be put forward for judging.

15.3 General Travel Award

AIMS
Every 3 months, ESPID makes a number of awards to members towards the cost of travel, accommodation and registration fees for scientific meetings.

This award scheme is not available to support attendance of the annual ESPID meeting, for which separate schemes are available (ESPID travel award, Walter Marget Educational Workshop, Resource Poor Country schemes), nor any other ESPID supported events where separate travel schemes are in place (i.e. ADVAC...
Course, Penta, Oxford and etc.) nor is it available to attend the ICAAC meeting as they have their own bursary scheme available (ICAAC).

Under this scheme, maximum awards are:

- EUR 1000 for intercontinental travel
- EUR 650 for travel within Europe
- EUR 200 for travel within the applicant’s own country

The rules for reimbursement are as summarised in the ESPID Expense Reimbursement Rules except that, in this scheme, only economy tourist class air fares will be reimbursed.

In addition, where a lower early registration fee is offered by the conference being attended, only this rate will be reimbursed.

**ELIGIBILITY CRITERIA**
The following criteria are considered in awarding applicants for travel awards:

- Applicant must be less than 40 years old on the day of the deadline
- Young applicants for whom alternative sources of funding may be fewer
- Applicants who have not previously received ESPID travel awards. Members will not be eligible to receive more than one travel award under this scheme in any single calendar year.
- Applicants who are presenting papers or posters at the meeting. A copy of any submitted abstract and acknowledgement of receipt (and, if available, notification of acceptance) should be submitted with the application for funding.
- The scientific value of the proposed visit as judged by the ESPID Board
- Applicants from countries in which funding is likely to be limited
- Applicants should be "good standing" members of ESPID. Applicants must have paid their current subscription before applying for this award.

Applicants should send the information required to the ESPID Secretariat at espid@kenes.ch. Applicants without access to email may send applications by fax to +31 20 763 05 11 or by post to ESPID Secretariat, De Ruyterkade 7, 1013 AA, Amsterdam, The Netherlands.

**Deadlines:**

- 1 August for travel in October, November and December
- 1 November for travel in January, February and March
- 1 February for travel in April, May and June
- 1 May for travel in July, August and September

**15.4. ESPID FUNDING SCHEME FOR POSTGRADUATE TEACHING VISITS TO RESOURCE-POOR COUNTRIES**

**AIMS**
The aim of this scheme is to provide encouragement and support to ESPID members wishing to devote time to PID teaching and training activities in resource poor countries. For support, visits should be by ESPID members at the written invitation of the host institution. Support is offered for transport costs only. It is expected that the visitor and/or his/her employee should provide their time gratis and that the hosts will cover accommodation and subsistence costs of the visitor during the visit.
The visit should be to contribute to an established programme of post-graduate medical or scientific education related directly to paediatric infectious diseases or to which PID teaching is directly relevant and a component part.

Guidelines for funding are: A typical award will be for approx Euro 1,000-1,500 (e.g. for a standard class intercontinental flight and related ground transportation costs)

Application deadlines are every 3 months (1st Mar, 1st June, 1st Sept and 1st Dec) and should be made at least 2 months before the proposed date(s) of the visit. Up to 10 such awards, will be funded annually provided applications of sufficient quality are received.

WHAT IS COVERED
Economy class travel expenses only. Please note that this is scheme falls outside of ESPID’s normal Expense Reimbursement rules.

ESSENTIAL/DESIRABLE CRITERIA – APPLICANT

- Must be “good standing” ESPID member and membership fees must be paid up in full before the application will be processed.
- Previous post graduate teaching experience in PID, preferably with documentation of positive student/delegate feedback

ESSENTIAL CRITERIA – VISIT

- Must be to resource poor country.
- Must show evidence of an established teaching programme or institution
- Teaching to be done must relate directly to paediatric infectious diseases
- A written invitation to visit from host institution must be provided, must specify (approximate) dates, topic(s) to be covered and confirm that a written certificate of completion of the visit, including documentation of student/delegate feedback will be provided to the visitor and to ESPID.

15.5. Small Grant Award

AIMS
The intention of this award scheme is to make small pump priming grants to ESPID members to support research work design to produce pilot data for further external funding. The declaration below must be signed by the applicant and the applicant’s Head of Department in order to verify this. Awards of up to Euro 5000 will be made. The number of awards funded will depend upon the number and quality of applications received. If the scheme succeeds and is maintained, each awardee will be eligible to make a single follow up application for further funding up to Euro 5000 for the same project, based on the results from the first award.

It is envisaged that the grants will provide for purchase of laboratory consumables or small amounts of administrative time or other technical or IT support. It is not envisaged that the awards will fund the salary of the applicant.
Please note that an applicant or supporting centre cannot receive a Fellowship Award and a Small Grant Award for the same project.

Completed applications for ESPID Small Grant Awards must be received by 30 October by ESPID Secretariat at espid@kenes.ch. Awards will be decided and made by 31 January. They will be announced at the ESPID annual meeting in May, by when it is hoped that work will be in progress.

ELIGIBILITY CRITERIA

Applications from individuals who have previously received an ESPID small grant award will not be considered - except that, following receipt of a satisfactory progress report, previous applicants may apply for follow up funding for the same small grant-funded project once and once only. (Previous recipients of other ESPID awards, are not excluded, apart from ESPID Fellowships that were awarded for the same or closely related research work).

- You must be less than 40 years old on the day of the deadline
- Applicant must be a paid up ESPID member at the time of application and in "good standing"
- Applications of high scientific quality from younger members who have not previously received substantial research funding will be judged favourably.
- Research must be obviously and directly relevant to the understanding (pathogenesis), epidemiology, prevention, diagnosis or treatment of paediatric infectious diseases.
- Applications not fulfilling all of these criteria will not be put forward for judging.

15.6 Training Course And Workshop Award

AIMS
The aim of this scheme is to fund training courses and workshops in PID. These can be directed at clinical trainees, continuing medical education for career grade doctors or both. Applicants should indicate whether the course is intended primarily to fulfil local training needs or as a central European initiative (ESPID seeks to support both types of course but these categories are budgeted separately). However the application procedure is the same in both cases. Training courses and workshops should be clearly aimed at the development of national training programmes in Paediatric Infectious Diseases.

The maximum financial support allocated to an award will be up to Euro 16,000 (e.g. for a 1-2 day course for 15-40 delegates) with larger awards only for courses of an usually large or complex nature. Awards will normally be expected to be in the range Euro 75-150 per delegate per day, with higher costs for smaller groups, where overnight stay is required and when many delegates will have to travel significant distances. ESPID is only willing to part fund (up to a maximum of 50%) the overall costs of courses. Evidence of other income from grants, sponsorship and registration payments should be included in the budget of the application.

APPLICATION DEADLINES: 31st January 2014 and 31st June

Applications should be made at least 6 months before the proposed date(s) of the course.
WHAT IS COVERED

The awards are designed to be flexible and rapidly processed – we will aim to respond to all applications within one month. It is intended that the awards will provide support towards essential costs of the meeting, which might include administration costs, hire of premises and equipment, travel subsistence and accommodation costs for teachers and delegates. However, unusually expensive running or accommodation costs will reduce the likelihood of funding.

ESSENTIAL/DESIRABLE CRITERIA – APPLICANT

- Must be “good standing” ESPID member
- Previous track record in organisation and delivery of post-graduate education and/or courses and/or academic meeting organisation is an advantage
- Final reports and budgets must have been received and approved by ESPID before any further application from any previous applicant or from another applicant on behalf of a society, institution or organisation which received a previous award will be processed.

ESSENTIAL CRITERIA – COURSE

- Must be directly relevant to paediatric infectious diseases
- Must be held in a European location
- Must be open to all interested ESPID members although other interested delegates may also enrol
- Must have reduced price registration fees for ESPID members
- Must have specific training objectives. Where these are primarily directed at trainees, it will be an advantage if they map specifically and identifiably onto areas of the PID training syllabus as published by ESPID

APPLICATION PROCEDURE

A clear and specific proposal, including specific objectives, a list of delegates who have expressed a written interest in attending (copy emails required) and a detailed budget will be required.

Complete application should be sent to ESPID Secretariat at espid@kenes.ch. Applicants without access to email may send applications by fax to +31 20 76305 11 or by post to ESPID Secretariat, c/o Kenes Associations Worldwide, De Ruyterkade 7, 1013 AA, Amsterdam, The Netherlands.

Procedure for processing and making awards

Applications received by the ESPID Secretariat will be checked to ensure they fulfil all the required eligibility criteria and include all required elements. Incomplete or incorrect applications will not be considered further and applicants informed to this effect. Complete and correct applications will be forwarded for approval to the members of the ESPID Committee for Education who will reach a decision within three weeks. Applicants will be informed of the decision as soon as possible after this.

Payment of the award will be made 50% upon receipt of finalised programme and advertising material (which must acknowledge support from ESPID), and 50% after receipt of a final report and budget (see below) by the ESPID Secretariat and approval of the final report by the Committee and the final budget by
the Treasurer. These will be processed within 3 weeks of receipt of the report and final budget by the ESPID Secretariat, but payment will only be made if they are complete and correct (see below). No payments will be made to individuals.

**FINAL REPORTS**

Applicants are required to submit a satisfactory final report and budget of the course or workshop to the ESPID Secretariat at espid@kenes.ch after completion of the course. All the documents should be in English. Any applicant or organisation who does not do so will be disqualified from further ESPID awards of all kinds until these are received and have been approved.

The final report should include a list of delegates who attended, the final programme as delivered including details of teachers involved, a report of feedback on the quality of the course from delegates (which should be systematically collected during the course).

The finalised budget of expenditure and income (including supporting documents for all major items of expenditure greater than 1000 Euro) must include full details of all other income (including registration payments), grants and sponsorship agreed and/or received for the course or workshop.

If payment is needed urgently and the budget is not yet finalised, a provisional budget will be accepted as the basis for payment provided a finalised budget is provided within 6 months of receipt of the preliminary budget.

Applicants should note that, while ESPID accepts the principle that meetings may make a modest surplus (which must be reinvested in future educational activities directly related to Paediatric Infectious Diseases), second payments will be reduced, if necessary, to limit any total surplus to a maximum of 10% of the total final budget or 20% of the total ESPID award from this scheme for that event, whichever is smaller.

In the event that the individual or organisation subsequently applies for another award to conduct a further course or workshop, that application will need to include any surplus from the earlier course or workshop in its budget plan or to include a clear and detailed account and budget for how the surplus was used for other PID educational activities in the interim.

Payment will not be withheld on the grounds of perceived low quality of the final programme, lower than expected attendance or because delegate feedback is critical. It is sufficient that the requested information is provided and that the budget provided is judged to be correct and complete by the ESPID Treasurer. However, the apparent quality of the course or workshop will be taken into account in the assessment of any future application from the applicant or organisation.

**15.7 Training Fellowships**

**AIMS**

The aim of these awards is to fund visits by ESPID members to other centres to obtain experience or training in techniques or areas not otherwise available to them. Visits will usually be for around 1-2 months (maximum 10 weeks). Clear and specific training objectives (which could involve clinical, laboratory, public health or other academic areas) are essential. The awards are not intended to support research.
Applications are open to all ESPID members in good standing.

**WHAT IS COVERED**

The awards are designed to be flexible and rapidly processed – we will aim to respond to all applications within one month. The awards will cover round trip travel costs (standard class/economy class, between home centre and host centre, ground connections - bus&/or train services should be used whenever available) and subsistence (accommodation, food etc maximum Eur400 per week pro rata) while away. The host centre will be offered fixed funding towards their costs (Eur80 fixed sum for administration expenses, plus maximum Eur180 per week to cover infrastructure costs). These last payments will not be made to individuals.

(Thus, for example, for a one month visit, the trainee would be offered travel costs and a maximum of approx. Eur1600 and the host centre a maximum of approx. Eur800.)

**ESSENTIAL CRITERIA – APPLICANT**

- Must be “good standing” ESPID member and membership fees must be paid up in full before your application.
- Must be a trainee paediatrician or in medical, allied health professional or scientific training in a clinical or academic centre involved in paediatrics or child health.
- Must set out specific training objectives with an explanation why these can better be met by travelling to the proposed host centre, why they will require the requested period of training that is being requested and how they will be of value to the applicant’s career development. The proposed training must be of clear relevance to the field of paediatric infectious diseases.
- Must provide a reference letter from the current supervisor in the home centre which supports the application.
- Applications from those in career posts may also be funded if there is a clear case that the relevant experience to be gained is of strategic importance and not available locally.

**Essential criteria – host centre**

- Must provide written confirmation in advance that they can provide the type of training/experience being specifically requested, that they can and will offer this training/experience between the dates being requested for the applicant under consideration including timetabled activities throughout the visit.
- Must also be willing to confirm to ESPID in writing, after completion of the fellowship visit, that the trainee attended and was trained as planned.

**DESIRABLE QUALITIES (NOT ESSENTIAL FOR FUNDING)**

**Applicant**

- Young age (under 40 years)
- Lack of easy access to alternative funding sources for this training
Host Centre

- Has ESPID member among senior staff/faculty
- Is in a different country from the applicant’s country

APPLICATION PROCEDURE

The applicant should first identify the training area required and the centre to be visited. Centres offering to receive trainees and trainees seeking training in a specific field may identify themselves in the discussion forum entitled “ESPID Training Awards” in the members’ area on the ESPID website (www.espid.org) but this method of making contact is not a requirement.

The applicant should agree proposed dates and content of the training to be undertaken directly with the host centre. An application should then be forwarded to the ESPID Secretariat.

15.8 Young Investigator Award

AIMS

ESPID Board has established an additional Young Investigator Award. As of 2013 there will be two awards available: one for clinical research and the other one for basic research. These awards will be given out to outstanding young investigator in the field of paediatric infectious diseases. Applications will be judged by the ESPID Committee for Scientific Affairs and Awards.

ELIGIBILITY CRITERIA

To be eligible to apply:

- Must be “good standing” ESPID member and membership fees must be paid up in full before the application
- You must be less than 40 years of age on the day of the deadline
- You must send your best article, published or accepted during the past three years (i.e. not published prior to January 2010)
- You must send your curriculum vitae

AWARD

The winner will receive:

- Euro 1000
- Free registration, travel (up to €1000) and accommodation for the ESPID annual meeting (if registered already, this will be refunded)
- The Young Investigator’s medal
- A citation in the Paediatric Infectious Diseases Journal. The winner will be asked to give a 5 minute presentation of their work at the ESPID annual meeting.
APPLICATION PROCEDURE

Applicants should send the following information to the ESPID Secretariat, at espid@kenes.ch. Applicants without access to email may send applications by fax +31 20 763 05 11 or by post to ESPID Secretariat, De Ruyterkade 7, 1013AA, Amsterdam, The Netherlands.

Deadline: 31 January

15.9 Honorary Membership

Senior ESPID members who have retired from their positions and are becoming less professionally active either for reasons of age, ill health or other circumstances can be awarded an honorary membership.

The criteria for honorary membership are that the candidate should have been an active member of the society for a substantial period, contributing significantly to the work and activities of the society and should be generally known to and appreciated by the members and officers of the society. The award reflects the gratitude of the society for the work and contributions that the candidate has made to the society and to paediatric infectious diseases.

Proposals for honorary membership can be made to the Board (via the Secretary) by any ESPID member at any time. Subsequently the Board will review a list of its older members on an annual basis and give consideration to offering one (or possibly more) of them this status.

The decision to offer honorary membership is made by the Board and this can be done at any Board meeting, and needs ratification in the AGM.

The president will give a short speech about each new honorary member at the next ESPID dinner (which due to the AGM ratification will be 12 months later) of the annual meeting after the decision is taken to offer this status. New honorary members are encouraged to briefly accept the offer and express appropriate thanks but are not expected to make a speech or presentation. New honorary members will be invited to attend the dinner at the society’s expense (although not offered travel, accommodation or meeting registration costs). If the new honorary member is unable to attend the meeting and wishes instead to do so the following year, the process can be deferred by 12 months. Alternatively the speech and award can be made in absentia.

Honorary members enjoy life-long free membership of the society and all its benefits apart from subscription to PIDJ. Honorary members who wish to receive PIDJ at the reduced rate enjoyed by ESPID members can do so by paying a reduced subscription fee as agreed by the treasurer. Honorary members may register for the ESPID meeting at the same reduced rates enjoyed by ordinary members. Honorary members are automatically considered to be members in good standing regardless of the usual conditions. Honorary members are entitled to attend and to vote at annual general meeting and in society elections in the same way as ordinary members.

The list of honorary members and the year that their honorary membership began will be published and regularly updated on the ESPID website in the member’s area.
16. SPONSORSHIP AND EXHIBITION

16.1. Code of Practice

Code of Practice exists for Sponsors of Pre-Congress Symposia at the ESPID Annual Congress. ESPID greatly values the mutually beneficial relationship it has with several commercial sponsors who contribute to the annual ESPID congress through financial sponsorship, by bringing delegates to the conference and by contributing to the scientific content of the meeting by organizing sponsored Pre-Congress symposia.

The ESPID Board has updated this code of practice in an effort to promote and maintain consistently the highest standards in these symposia thus enhancing their value to ESPID members, other conference delegates and to the sponsors themselves. Sponsors are requested to study this document closely and to use it in planning and executing their symposia.

16.2. GENERAL COMMENTS

The ESPID Board discourages industry sponsors from organizing non-official (i.e., bypassing the procedures described below) symposia or other educational events in connection with the ESPID Annual Congress (within 2 days before, during or after the Annual Congress in the same city or close region). Industry sponsored symposia should always be clearly marked as being Pre-Congress, this applies also to the program book, where they will be listed separately from the ESPID scientific program.

Under no circumstance may the ESPID Logo be used for invitations to or while conducting such events, including oral or visual recordings of the symposium. Invitations to Pre-Congress Symposia may be sent out by sponsors at their discretion but ESPID will not provide names and addresses of ESPID members and/or congress attendees.

16.3. PLANNING

Sponsors are requested to draw up a draft program for their symposia including an overall title or theme, provisional talk titles and, provisional speaker names by 1st January of the year the congress is taking place. This summary should be forwarded to the Chair of the Local Scientific Committee (LSC) and to the Board member(s) liaising with the LSC. Names and contact details can be obtained from the ESPID secretariat (espid@kenes.ch)

These summaries will permit the congress organizers to ensure there is not excessive overlap between symposia and to offer other comments and suggestions.

A finalized version of the congress symposium program including learning objectives should likewise be forwarded no later than 8 weeks before the congress. Subsequent changes should be notified to the congress bureau immediately as they arise.

Choice of speakers and chairs: Most sponsors choose to invite independent experts of international standing and with excellent presentational skills. ESPID supports and encourages this. The ESPID Board strongly discourages sponsors from inviting their own employees or speakers who otherwise have close financial or professional ties to their organizations to speak at these symposia. Although such speakers may be well qualified and have important messages to convey, the spectrum of possible conflicts of interest inevitably undermines their credibility and thus the value of the entire symposium. Conversely it is often highly appropriate for a senior executive from the sponsoring company to chair the session and participate in discussion. Often this chairing is best done jointly with one of the senior independent speakers.

To avoid potential conflicts of interest, the ESPID Board also strongly discourages sponsors from inviting current ESPID board members or ESPID committee chairs to speak at or chair a pre-congress symposium.
16.4. TOPICS AND CONTENT OF TALKS

While it makes complete sense that the choice of theme and specific titles should reflect current strategic priorities of the sponsoring company, it is important to remember that this is a scientific meeting, not a postgraduate training session. Therefore, pure product presentations must be avoided and presentations should be objective. Speakers should be asked to ensure that they summarize new scientific information or new concepts in their talks that is unlikely already to be familiar to this senior specialist audience. Critically, and at all costs, any apparent “point scoring” relative to commercial rivals should be strenuously avoided as this greatly devalues the overall impression given of the scientific values of these sessions and greatly annoys many ESPID members who attend. Competition between speakers both within and between symposia should therefore be restricted to efforts to surpass each other in the originality of the data presented and the excellence of their presentations. Further, during pre-symposia briefing, sponsors may comment on but should not influence the content of the speakers’ presentations nor make changes to the speakers’ slides without their consent. Speakers should be made aware that they are responsible for the content of their presentation and ensure that if slide editing is performed, it does not alter the content and remains compatible with their scientific objectivity and ethics.

16.5. FEEDBACK

Since 2004, the ESPID Board has resolved to obtain written feedback from delegates concerning the sponsored symposia. This is intended to provide valuable information to the congress organizers, the sponsors and the speakers themselves as to the value and impact of the presentations, to facilitate future planning. Delegates will be invited to comment on a written form concerning each presentation individually and the symposium generally as follows:

• Importance of topic
• Quality and objectivity of scientific data presented
• Quality of presentation (including audibility, clarity and slides)

Each of these 3 will be rated: poor, fair, good, or excellent by the delegates. Results of the evaluation will be made available to the sponsor within 4 weeks after the Annual Meeting.

Assignment of time and length of industry sponsored pre-congress symposia
The ESPID Board and the LSC take the liberty to assign specific time slots to symposia proposed by sponsors. Should more requests for symposia be received than can be accommodated, the final decision on the acceptance of requests rests with the ESPID Board and will depend on various factors including the scientific value of the proposed symposium (as evaluated by the ESPID Board and the LSC) in the context of the overall scope of ESPID.

16.6. SUPPORT LEVELS

Every Supporter will be acknowledged on the Supporters’ Board on-site according to his level of participation. Level will be determined according to the total amount of support as follows. Total amount will be determined by adding exhibition contribution as well as support contribution:

• PLATINUM SUPPORTER Total Supporting contribution above € 90,000 (+VAT*)
• GOLD SUPPORTER Total Supporting contribution from € 55,000 – € 89,999 (+VAT*)
• SILVER SUPPORTER Total Supporting contribution from € 20,000 - € 54,999 (+VAT*)
• BRONZE SUPPORTER Total Supporting contribution under € 19,999 (+VAT*)
• Supporter/Exhibitor booking items/space with a contribution of less than € 9,999 (+VAT) will be acknowledged as “Supporter”/”Exhibitor” only
16.7. BENEFITS ACCORDING TO LEVEL OF SUPPORT

**Platinum Supporter**
- 10 Registrations
- Supporter’s logo will appear on the Meeting Website with a hyperlink from this logo to a website of their choice
- Acknowledgement as a Platinum Supporter in the Programme

**Gold Supporter**
- 6 Registrations
- Supporter’s logo will appear on the Meeting Website with a hyperlink from this logo to a website of their choice
- Acknowledgement as a Gold Supporter in the Programme

**Silver Supporter**
- 3 Registrations
- Supporter’s logo will appear on the Meeting Website
- Acknowledgement as a Silver Supporter in the Programme

**Bronze Supporter**
- 1 Registration
- Supporter’s logo will appear on the Meeting Website
- Acknowledgement as a Bronze Supporter in the Programme

16.8. Industry Meeting

The Industry Meeting will be organized during lunch time, preferably on the second day of the congress. Lunch should be provided for all the attendees. All participating pharmaceutical companies and ESPID Board members will be invited, approximately one month prior to the congress. The agenda for the Industry Meeting will be discussed with the ESPID President beforehand. The President chairs the meeting.

An open discussion with Industry is the main focus point, which is highly appreciated by representatives of the Industry.
17. F&B and Social Events

17.1 Congress Catering

- Includes coffee breaks and lunch breaks
- should there be budgetary constraints to a congress lunch should still be served for participants even if just 1 simple dish
- Service is as follows as per breaks times in the program:

<table>
<thead>
<tr>
<th>1 x coffee break – Tuesday (Pre-Congress Sponsored Symposia)</th>
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<tbody>
<tr>
<td>3 x coffee breaks and ice cream break on Wednesday(Pre-Congress Sponsored Symposia and Walter Marget Workshop)</td>
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<tr>
<td>Light lunch – Wednesday</td>
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<tr>
<td>Welcome reception - Wednesday</td>
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<tr>
<td>2 x coffee breaks – Thursday (Congress full day 1)</td>
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<tr>
<td>Light Lunch - Thursday</td>
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<tr>
<td>2 x coffee breaks – Friday (Congress full day 2)</td>
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<tr>
<td>Light Lunch - Friday</td>
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</tbody>
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17.2. Opening Ceremony

- Scheduled on Wednesday (congress 1st day) in the evening i.e. 18:00
- Ceremony running order:
  - 2 Opening Symposium speakers
  - Welcome Words
  - Social activity / performance

17.3. Welcome Reception

- Follows the opening ceremony
- takes place in the exhibition
- this is the first ‘presentation’ of the exhibition, there is no entry before the end of the opening ceremony
- a light buffet or cocktail with wine, beers and soft drinks should be offered
- this may vary between venues depending on local flavours, styles and traditions

17.4. ESPID Networking Event

- Should be an affordable event that all participants can join
- depending on costs between €45-75 per ticket
- participants may purchase extra tickets for accompanying persons who are not attending the congress
- buffet dinner
- DJ entertainment : no need for an expensive band
- the event is a PARTY – dancing, drinking and eating
- Invited speakers and committee pay to attend

17.5 - ESPID dinner for ESPID members and faculty (Thursday night)

- A formal event for all invited speakers and spouses
- Paid from Congress Budget
- Microphone needed for speeches
18. MARKETING

Executive Summary

The key target audience for the event are paediatricians and those related professions specialising in infectious diseases. The majority of participants work in university hospitals and hospitals. Participants are clinically oriented- either practitioners or researchers. Other participants are residents/researcher fellows, health care practitioners and students.

The following marketing strategy has been designed to target our key market effectively and build on the achievements and strong reputation of the past ESPID meetings whilst offsetting the above challenges of upcoming event. When considering the marketing activities that would be best for achieving maximum success, we took into consideration the effective marketing tools that were used for previous ESPID meetings and other similar events. The key to success will be the efficient implementation of the proposed marketing plan along with a collaborative effort and prompt information exchange between the PCO, the organising society (ESPID) and the collaborating societies (local societies as well as strategic societies we recommend partnering with). Each marketing tool has been chosen and developed to maximise results and resources.

Strategic Marketing Objectives

ESPID is a paediatric infectious diseases meeting organised by Europe’s foremost paediatric subspecialty society. The meeting aims to advance the quality of paediatric infectious diseases research, care and training worldwide by providing professionals with a fittingly comprehensive scientific programme presented by a leading international faculty.

It is still to be decided by the ESPID Board to have ESPID’s abstracts published in ESPID’s journal the Pediatric Infectious Disease Journal (PIDJ), the only journal dedicated to paediatric infectious diseases and that up to 2012 was sponsored by both ESPID and PIDS. In 2012 PIDS began publishing their own journal quarterly. PIDJ is still the most established and the leading journal in paediatric infectious diseases.

ESPID has established a platform for young ESPID members, Young ESPID. The society is dedicated to the educational advances of the younger generation of paediatricians specializing in infectious diseases (now or in the near future). Young ESPID is a platform for growth, development, and networking opportunities and advancements.

Previous meetings, with their respective locations, number of participants, and abstracts received are listed below:

- 2014 – Dublin, 2660 participants, 1028 abstracts received
- 2013 – Milan, 3,357 participants, 1,201 abstracts received
- 2012 – Thessaloniki, 2,819 participants, 1,080 abstracts received
- 2011 – The Hague, 2,868 participants, 1,085 abstracts received
- 2010 – Nice, 2,916 participants, 1,076 abstracts received
- 2009 – Brussels, 3,123 participants, 904 abstracts received
- 2008 – Graz, 2,350 participants, 591 abstracts received
**Development Objectives**

**Growth Goal:**
- To retain and increase the participation
- To increase website traffic from new visitors
- Grow the current database of paediatric specialities and the Young ESPID database

**Geographic Goals:**
- To grow participation throughout Europe with a special focus on Eastern Europe (historically growing participation), North America (historically decreasing participation) and Central and South America (historically growing participation).
- To partner with regional and local societies, associations and organizations – particularly the collaborating societies.

**ESPID Network Goal:**
- To grow meeting attendance by providing an opportunity for participants and potential participants to network, share content and build hype and excitement for the meeting.
- To grow the Young ESPID attendance by providing an opportunity for the younger target audience to discuss, network, share new research ideas and new opportunities

19. REGISTRATION

**Registration Fees (Euro):**
Fees apply to payments received prior to the indicated deadlines.

<table>
<thead>
<tr>
<th></th>
<th>Early Bird</th>
<th>Regular</th>
<th>Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESPID Member</strong></td>
<td>€170</td>
<td>€280</td>
<td>€390</td>
</tr>
<tr>
<td><strong>Non Member</strong></td>
<td>€550</td>
<td>€670</td>
<td>€750</td>
</tr>
<tr>
<td><strong>Student / Resident / Fellow / Trainee</strong></td>
<td>€60</td>
<td>€120</td>
<td>€180</td>
</tr>
</tbody>
</table>

This is what has been confirmed by the ESPID Treasurer on July 11, 2014:

<table>
<thead>
<tr>
<th></th>
<th>Early Bird</th>
<th>Regular</th>
<th>Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESPID Member</strong></td>
<td>€160</td>
<td>€280</td>
<td>€380</td>
</tr>
<tr>
<td><strong>Non Member</strong></td>
<td>€550</td>
<td>€670</td>
<td>€750</td>
</tr>
<tr>
<td><strong>Student / Nurse</strong></td>
<td>€60</td>
<td>€120</td>
<td>€180</td>
</tr>
</tbody>
</table>
**Resident/Fellow * (below 35 years)**

<table>
<thead>
<tr>
<th></th>
<th>€ 260</th>
<th>€ 380</th>
<th>€ 480</th>
</tr>
</thead>
</table>

*ESPID member*: in order to apply for this category, please ensure membership is approved and fees are paid for the year previous to the event, before starting the registration process. Registration will not be confirmed otherwise.

**Student/Resident/Fellow/Trainee**: applies for participants who are 35 years old and under, at the Meeting start date. An ID as well as an official letter of the institution (PDF format) originally stamped and signed by the head of the department and confirming this status must accompany the registration.

**Fees for all Meeting Participants include:**
- Attendance to all scientific sessions
- Delegate’s bag with Meeting’s material
- Refreshments during the meeting
- Opening Ceremony and Get Together Reception
- Bill Marshall Award and Lecture
20. ACCOMMODATION

20.1. Contracted Tourist Services

- The PCO may provide tourist services for congress participants and accompanying persons.
- These services will include room reservations in hotels of different categories.
- Participants will pay directly to the PCO or to a sub-contractor nominated by the PCO for these services. The PCO will supervise the standard of services of any sub-contractor it may select and accepts full responsibility for these services.

20.2. Accommodation Sales

- The PCO’s purchasing department will negotiate in attempt to achieve the best possible price available for accommodation in the city during the congress dates.
- The PCO manages room blocks and take all risks upon themselves for sales.
- Commissions and mark-ups on accommodation are managed and received by the PCO.
- The PCO nominates a team (not included in the congress budget or expenses) who work on accommodation sales and tourist services.
- This teams main tasks include:
  - contracting
  - managing blocks and prices of hotels in the city (inc both those contracted and not for comparison)
  - ensuring best possible prices for congress participants at all times
  - operations and sales
  - pre-payments to hotels blocked for congress participants.

20.3. Room blocks

- rooms are blocked at a variety of hotels with a range of services and prices.
- usually category range from 3-5 star and unclassified.
- starting from €90 + in cost.
# 21. SPEAKERS AND COMMITTEE EXPENSES

## 21.1 Reimbursement Table

<table>
<thead>
<tr>
<th>Category</th>
<th>Registration</th>
<th>Accommodation (up to 4 nights)</th>
<th>Travel</th>
<th>ESPID Dinner (ESPID members only Compl to IS and Board) Thursday 14 May</th>
<th>Network Event Friday 15 May All need to pay</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Marshall Awardee</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td>Medal</td>
</tr>
<tr>
<td>ESID fellowship awardee</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Young Investigator Award Winner</td>
<td>√</td>
<td>√</td>
<td>(up to €1000)</td>
<td>2</td>
<td>0</td>
<td>Prize €1000 and Medal</td>
</tr>
<tr>
<td>Meet the professor speakers</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td>Paid from budget of the congress bureau</td>
</tr>
<tr>
<td>Educational Walter Margaret Workshop speaker</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Board Members</td>
<td>√</td>
<td>(up to 7 nights)</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Special Guests of the board</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Chairman of the Committee for Scientific Affairs and Awards</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Chairman of the Research</td>
<td>√</td>
<td>√</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Masterclasses Committee</td>
<td>1000€* / Australia/Asia up to 1500€*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman of the Research Committee</td>
<td>✓</td>
<td>✓</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Chairman of the committee for Education</td>
<td>✓</td>
<td>✓</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Chairman and max 6 members of the LOC</td>
<td>✓</td>
<td>✓</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>1</td>
<td>0</td>
<td>Paid from budget of the congress bureau</td>
</tr>
<tr>
<td>Invited Speaker (ESPID programme )</td>
<td>✓</td>
<td>✓</td>
<td>Local up to 200€ / Europe up to 600€* USA/Americas up to 1000€* / Australia/Asia up to 1500€*</td>
<td>2</td>
<td>0</td>
<td>Paid from budget of the congress bureau</td>
</tr>
<tr>
<td>Travel fellowships</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>0</td>
<td>0</td>
<td>Maximum total payment €1000 reimbursed after the Meeting</td>
</tr>
<tr>
<td>Foundation Trustees</td>
<td>✓</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Auditors of Accounts</td>
<td>✓</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ESPID Committee member (excl chairs)</td>
<td>✓</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>New ESPID Honorary member</td>
<td>✓</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PIDS / ESWI / ESID Society Speakers</td>
<td>✓</td>
<td>✓</td>
<td>covered by Society</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ESWI Society Speakers</td>
<td>✓</td>
<td>covered by Society</td>
<td>covered by Society</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*exceptions are only allowed after board agreement
21.2 Communication timeline

- Initial letter of invitation to be sent 1 year prior
- Reminders and follow up on non-responses every 3 weeks
- After 2nd non-response the LOC will be notified for assistance
- Detailed schedule letter sent 3-4 months later including:
  - Session
  - Presentation
  - Abstract submission
  - Reimbursement details
  - How to book/register

- Continued contact and updates to be sent every 6-8 weeks between this
- Personal itinerary sent 2 months prior to congress
- Dear VIP letter to be sent 2 weeks prior to congress
- Thank you letters and reimbursement procedure to be sent within 1 week of end of congress

21.3. Speaker requirements

- Speakers must be available for the duration of the congress
- To attend the congress and present work
- To chair allocated sessions
- Possibly to chair poster walks
- To submit an abstract of their talk
- To assist in promoting the ESPID congress
- To assist with Abstract review
- Fill out Conflict of Interest form
22. SOCIETY ACTIVITIES

ANNUAL MEETING
The Secretariat input to the meeting:

- administer Trustees meeting;
- administer Travel Awards to attend the meeting;
- administer Bill Marshall Award;
- collate and check Walter Marget Educational Workshop applications and supply list to Kenes;
- provide details of award winners to Kenes for inclusion in the program;
- organize, attend and take minutes at AGM
- organize and man the ESPID booth
- administer Research Masterclass
- Board meeting organization and minutes taking
- Side meetings organization and minutes taking (PIDJ meeting, Committee meetings)
- Best of ESPID presentations
- Liaise with Kenes for the set-up and manning of the ESPID membership booth at the registration desk

Tasks:
- Arrange ESPID booth; man booth to promote membership.
- Organize digital photos and biographies of the award winners: Young Investigator Award, Fellowship winners and Bill Marshall lecturer. These should be supplied to Kenes for inclusion in the final program. NB. These must NOT be posted on the website.
- Arrange for engraving medals (for Bill Marshall award and Young Investigator award).
- Advertise and collate applications for Walter Marget Educational Workshop
- Arrange with Kenes PCO the registration and accommodation for all Board members (existing Board members, new Board members voted in, Chairs of Committees, local organizers for the current and following annual meetings, and any other guests invited).
- Check with the Secretary that the list in complete. Email all those attending to find out their arrival and departure dates. Give list to Kenes and make sure that they are all booked into the Headquarters hotel.
- Ask Kenes to book a venue for the Board meeting and AGM. Also book a restaurant for the Board dinner that night. Ask the President to confirm that the Chairs + additional guests are also invited.

POST MEETING
An ESPID library of meeting materials, such as programs, abstract books and CDs with abstracts, must be updated with new content on the ESPID website.
23. PRINTED MATERIALS

23.1 Preferred book size

The A4 book has been used for all congresses.
## 24. Appendix

### 1. Strategic Plan

**ESPID Strategy Plan**

**2010-2015**

---

**Progress Update**

---

**Version: April 2014**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activity/steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Create ESPID branded utilities to be used as templates for presentations during ESPID symposia at various international meetings</td>
<td>Secretary</td>
<td>Provide people who present during ESPID Symposium with the template slides + promotional slides. After each ESPID Symposium ensure if used or not create an stats table with listings: who/when/for (what)</td>
<td>Done – needs Standard Operating Procedure</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Conduct press conferences after each Annual Meeting</td>
<td>Head of local committee</td>
<td>Number of press reports in local, national &amp; international media to be provided by the local organizing Committee</td>
<td>Ongoing – it was decided to focus this initiative to the organizing local committee first time in Milan 2013 – extended to Dublin 2014 (C+MOI)</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Create a page dedicated to ESPID in Wikipedia</td>
<td>Secretary/Secretary</td>
<td>Will page + yearly hits</td>
<td>Done – needs regular updating</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Set up a new group, “Young ESPID”, to develop modern communications strategies and attract young members</td>
<td>ESPID Board</td>
<td>Successful implementation</td>
<td>Done – rapid growth</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Review, update and restructure the ESPID website</td>
<td>Secretary/Secretary</td>
<td>Restructured website online</td>
<td>Done – needs regular updating</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Create a new society leaflet with additional information on research and education support</td>
<td>Secretary</td>
<td>Secretary and the secretary will update the current brochure</td>
<td>Done</td>
<td></td>
</tr>
</tbody>
</table>
### Goal # 2: Society - To reach more ESPID members contributing to the society’s activities and further development

<table>
<thead>
<tr>
<th>Activities/Steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome Evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement a “Youth Strategy” to involve younger members of the society in daily activities</td>
<td>ESPID Board + 3 youth representatives</td>
<td>Young ESPID involved in all committees. Our research has been submitted, rapidly growing membership.</td>
<td>Young ESPID “has been set up. Two representatives to the board elected in 2011 for a three-year term.”</td>
<td>Done – The joint system defining “Good Standing Members” has been defined and accepted by the board, and is being applied.</td>
</tr>
<tr>
<td>Review and extend the definition of “good standing” (ESPID member) and requirements for participation in ASM, elections, etc.</td>
<td>ESPID Board</td>
<td>Final document available on the web.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Define minimum training requirements for PED knowledge competency (basic PD training module) to stimulate higher participation in ESPID-run educational activities</td>
<td>Board, Young ESPID, Committee for Education</td>
<td>Evaluation from the Committee of Clinical Affairs has been done, but faced challenges collecting the data. Committee of Clinical Affairs has been dissolved and activities have been taken over by the Board and Young ESPID, in collaboration with 100% the Committee for Education.</td>
<td>Targeting, awaiting final template from IFEMS.</td>
<td></td>
</tr>
</tbody>
</table>

### Goal # 3: ESPID Annual Meeting - To enhance the content and structure of ESPID Annual Meetings in order to strengthen even further its position in the field worldwide

<table>
<thead>
<tr>
<th>Activities/Steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome Evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ESPID board will ensure that the local Organizing/Scientific Committee is supported by an International Scientific Committee, which will consist of 2 appointed board and 6-8 other International ESPID members.</td>
<td>Chair of local Organizing Committee / ESPID Board</td>
<td>2011 and following years</td>
<td>International Scientific Committees established for each Annual Meeting at least 22 months in advance.</td>
<td>Done – 9C established for the 2011, 2012, 2013 and 2014 Annual Meeting.</td>
</tr>
<tr>
<td>Develop ESPID guidelines and standards in detail concerning the scientific program and social events during the Annual Meeting</td>
<td>ESPID Board</td>
<td>Written guidelines finalised [Document]</td>
<td>Document for the improvement of the quality of the Annual Meeting is available on website.</td>
<td></td>
</tr>
<tr>
<td>Goal</td>
<td>Activities/Steps</td>
<td>Accountable</td>
<td>Timeline</td>
<td>Outcome Evaluation</td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>-------------</td>
<td>---------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Goal 4: ESPID Annual Meeting - to initiate cooperation with key Non-Governmental Organizations (NGO) in order to involve them in ESPID meetings and other ESPID activities</td>
<td>a) Identify key NGOs (e.g., PATH, WHO, ECDC, etc.) and establish contact with them</td>
<td>Board</td>
<td>Structural collaboration with WHO (yearly WHO symposium) Participation of ESPID in Measles and Rubella Initiative (MNI) Technical advisory group in immunization at IPI</td>
<td>1] ECCDC: H5N1 outbreak in Germany (2011) 2] ESIR: WHO participated in ESPID 2013 3] MRI 4] IPA 5] Association and meeting UNICEF + Red Cross could be options</td>
</tr>
<tr>
<td></td>
<td>b) Identify common areas of interest and set up plan of actions for mutual cooperation</td>
<td>Board</td>
<td>CoMo Meningitis Patient Organisation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activities/Steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome Evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 5: Education - To create an interactive website, in order to concentrate educational material available at ESPID and have it accessible to and updated by a larger number of EU specialists</td>
<td>a) Involve professional/competent agency for website creation</td>
<td>Agency identified / Contract signed</td>
<td>All activities under the umbrella of ESPID have been dealt with or are ongoing The development of guideline are being discussed In cooperation with Snell a vaccine knowledge portal will be launched Updates available via Talks on the Go</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Appoint people who will be responsible for site renewal, selection of topics of educational activities and a regular calendar of these activities</td>
<td>Board + Committee for Education</td>
<td>Core group identified by March 2013; no follow up actions yet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Collect already existing materials; identify leaders</td>
<td>Committee for Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Set up guidelines for members/non-members access and usage</td>
<td>Committee for Education + ESPID Board</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Goal 6: Education - To set up and promote ESPID Diploma in order to disseminate ESPID high level educational activities among young PID specialists in a more structured way

<table>
<thead>
<tr>
<th>Activity/steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Determine the major ESPID educational activities to become modules of ESPID Diploma</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Obtain CME credits for these modules</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Create and implement a detailed promotional plan to attract young specialists with reinforced focus on developing countries</td>
<td></td>
<td></td>
<td></td>
<td>Suspended by Board in 2012. Some activities still under Goal 5</td>
</tr>
<tr>
<td>d. Establish task force (5-7 individuals)</td>
<td>Education Committee + Committee for Clinical Affairs</td>
<td></td>
<td></td>
<td>ESPID Diploma will be decided upon when discussions start on new strategies</td>
</tr>
</tbody>
</table>

### Goal 7: Education - To establish an ESPID Summer School

<table>
<thead>
<tr>
<th>Activity/steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Outline and put in place the concept of a &quot;Summer School&quot; (duration, timing, evaluation criteria, admission criteria, budget, etc.)</td>
<td>Committee for Education</td>
<td>Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Promote within and outside of ESPID membership</td>
<td></td>
<td></td>
<td></td>
<td>Suspended</td>
</tr>
</tbody>
</table>

### Goal 8: Education - To set up a quality control programme in order to evaluate the existing educational activities

<table>
<thead>
<tr>
<th>Activity/steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Determine the major parameters for evaluation</td>
<td>Board</td>
<td>November discussion with the Committee for 2014 Education</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>b. Set up a regular evaluation schedule (for 3 or 4 activities per year)</td>
<td>Board</td>
<td>Schedule established (document)</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td>Goal</td>
<td>Activities/steps</td>
<td>Accountable</td>
<td>Timeline</td>
<td>Outcome evaluation</td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>-------------</td>
<td>----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Goal #9: Research - To establish ESPID cooperative research in the field of PIC in order to strengthen the position of the society</td>
<td>Establish an ESPID Research Committee to coordinate all the activities in this area</td>
<td>ESPID Board</td>
<td>Research committee established</td>
<td>Done</td>
</tr>
<tr>
<td></td>
<td>Identify and support the existing scientific networks within ESPID</td>
<td>Research Committee</td>
<td>List of existing networks + proposals for support</td>
<td>Done</td>
</tr>
<tr>
<td></td>
<td>Develop a plan on how to initiate new networks within ESPID via identification of ESPID members with common interests</td>
<td>Research Committee</td>
<td>Written report</td>
<td>Done - Organized by RC during the annual meeting: 1ESPID research Open Meeting 2Research hub 3Research lunches</td>
</tr>
<tr>
<td></td>
<td>Establish partnerships with major existing European research networks (e.g., FENTRA, PENTRA, GRIP et al.) and European governmental bodies in the field of PIC</td>
<td>Chair of Research Committee and ESPID Board</td>
<td>November 2014; last 3 partnerships by 2015</td>
<td>Done</td>
</tr>
<tr>
<td></td>
<td>Prepare “evidence-based” reviews to determine the research priorities</td>
<td>Research Committee</td>
<td>First review (document)</td>
<td>Done</td>
</tr>
<tr>
<td></td>
<td>Provide proposals for ESPIDell to the Board</td>
<td>Chair of Research Committee</td>
<td>1st, 2nd, 3rd, 4th year</td>
<td>Study proposals to ESPID Board once a year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activities/steps</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal #10: Clinical/Training - To ensure the existence of PIC specialists in every medium size pediatric medical center in Europe</td>
<td>Review existing training committee for Clinical Affairs</td>
<td>ESPID Board</td>
<td>Committee reviewed and members identified</td>
<td>Done</td>
<td>None - Discussion</td>
</tr>
<tr>
<td></td>
<td>Undertake an inventory of current PIC service positions in Europe, in collaboration with ESPID members, defining their current job plans</td>
<td>Committee for Clinical Affairs</td>
<td>Report of the inventory to the ESPID Board (document)</td>
<td>Done</td>
<td>None - Discussion</td>
</tr>
<tr>
<td></td>
<td>Undertake a “Model of care for a European PIC specialist service” and define the clinical role and the expertise of the PIC specialist based on the existing ESPID training documents (i.e., answer the question “What does a PIC specialist do?”)</td>
<td>Committee for Clinical Affairs</td>
<td>Revised syllabus (document)</td>
<td>Done</td>
<td>None - Discussion</td>
</tr>
<tr>
<td></td>
<td>Develop a plan on how to undertake a review to determine the evidence base of any added value of PIC consultation in European children’s Hospital based practice and the potential for cost-saving related to health care associated infection (HCAI) prevention and antimicrobial prescribing</td>
<td>Committee for Clinical Affairs</td>
<td>Plan (document)</td>
<td>Done</td>
<td>None - Discussion</td>
</tr>
<tr>
<td></td>
<td>Undertake a review to determine the evidence base of any added value of PIC consultation in European children’s Hospital based practice and the potential for cost-saving related to health care associated infection (HCAI) prevention and antimicrobial prescribing</td>
<td>Committee for Clinical Affairs</td>
<td>Review completed (document)</td>
<td>Done</td>
<td>None - Discussion</td>
</tr>
<tr>
<td></td>
<td>Develop a communication plan</td>
<td>Chair of the Committee for Clinical Affairs</td>
<td>Communication Plan</td>
<td>Suspended due to decreased priority</td>
<td>None - Discussion</td>
</tr>
<tr>
<td></td>
<td>Approve political decision makers to demonstrate/convince them of the importance of having PIC specialist service</td>
<td>ESPID Board + National PIC societies</td>
<td>Progress reports from national PIC societies</td>
<td>Done</td>
<td>None - Discussion</td>
</tr>
</tbody>
</table>
### Goal # 11: To develop and publish position papers on PID issues in order to make the ESPID view on selected topics of interest widely known, to stimulate discussions, and to improve child health care

<table>
<thead>
<tr>
<th>Goal</th>
<th>Accountable</th>
<th>Timeline</th>
<th>Outcome evaluation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Identify a topic for one position paper per year – usually by means of an evidence-based review of a topic of importance to PID in Europe</td>
<td>Research Committee or Committee for Clinical Affairs of each year (starting in 2011)</td>
<td>December</td>
<td>Written proposal of topics to ESPID Board</td>
<td>Discussion papers published: 1. Influenza Vaccination of Young Children – published 2. Community-Acquired Pneumonia in Pediatrics – published 3. Antibiotic Stewardship in collaboration with IPSS – published</td>
</tr>
<tr>
<td>b. Hold a competitive bidding process to create the position paper among the existing networks</td>
<td>Research Committee or Committee for Clinical Affairs of each year (depending on the topic) (starting in 2011)</td>
<td>February</td>
<td>At least 1 “Discussion” paper finalised per year from 2012 onwards</td>
<td>In progress</td>
</tr>
</tbody>
</table>

**Note:** Goal 11 will be discontinued and integrated into Goal 9 – Discussion Papers
2. Sample letter - Invited speaker letter

32nd Annual Meeting of the European Society for Paediatric Infectious Diseases
CITY, COUNTRY, DATE

Speaker: NAME
Country: COUNTRY
e-mail address:

Dear Invited Speaker,

Further to the invitation sent August 25, please may we receive your urgent response to the invitation below:

On behalf of the Scientific and Local Organising Committee, it is my pleasure to formally invite you to participate in the 32nd Annual Meeting of the European Society for Paediatric Infectious Diseases (ESPID), to be held in Dublin, Ireland, May 6-10, 2014.

It gives me great pleasure to invite you to deliver the following presentations:

3. Lecture Title: LECTURE in the session entitled SESSION, which is currently scheduled on DATE from TIME.

We are pleased to advise you regarding the following:

Your registration fees will be covered and your accommodation will be covered for up to 4 nights during the Meeting, at the speaker headquarters Hotel in Dublin. A link to an online form will be sent to you in due course in order for you to complete your details to confirm these arrangements.

You will be reimbursed the cost of a flight ticket as well as the travel from your home to the airport and back according to the Reimbursement Rules and Procedures enclosed to this letter. The Meeting Secretariat will be in contact with you regarding your travel reimbursement should you accept the invitation.

Additional information about the Meeting can be found on the official website: www.kenes.com/espid

Kindly confirm your acceptance of this invitation by DATE to email: espid-meeting@kenes.com

We have no doubt that your expertise and knowledge in this field will greatly assist towards the success of the Meeting and we look forward to your positive response.

We all look forward to welcoming you to Dublin.

Chair, Organizing Committee
Reimbursement Rules and Procedures for ESPID 2015

1. Claims for airfares must be in accordance with the following:

2. Reimbursements for travel are subject to the following limits:

   - Maximum reimbursement limit for domestic (within country) return journeys: up to 200€
   - Maximum reimbursement limit for within-European return journeys: up to 600€
   - Maximum reimbursement limit for USA/Americas return journeys: up to 1000€
   - Maximum reimbursement limit for Australia/Asia return journeys: up to 1500€

   Fares that exceed these limits are liable to be only partially reimbursed.

3. Costs of ground transfers/transportation both ways will also be reimbursed as long as the total travel cost are within the limits indicated above. Rules: payment on production of original receipts only. Standard class (train) fares only where applicable. Car mileage is paid at standard rates as determined by ESPID. Maximum amount paid for any one ground transfer is Euro 100. Where organised meeting transfers are available, it is expected that these will be used.

4. Accommodation refunds will normally be for a maximum of the 4 nights of the annual meeting (Tues-Fri) bed and breakfast in one of the meeting hotels. Reimbursement of additional nights is permitted for Board members, committee chairs and other members or invited individuals where this is specifically to permit attendance of meetings relating to ESPID business.

5. Reimbursement of costs will be done only after the meeting. Please keep receipts for all of your expenses. Upon acceptance of invitation, you will receive an interactive link where you will be able to upload your receipts, banking details and submit your claim.

6. No other expenses besides those listed will be reimbursed.
3. Sample Letter – Invitation to review abstracts for ESPID 2014

Dear
Sent on behalf of LOC Chair

Invitation to review abstracts for ESPID 2014

As a member of the Faculty of the ESPID 2014, we would like to take this opportunity to invite you to act as a reviewer for submitted abstracts presentations.

We are putting together a team of experts to review abstracts submitted to each topic. Each abstract will be reviewed by three reviewers.

We would be most grateful if you would agree to review the abstracts submitted to the area of your expertise. Please note - you are, of course, under no obligation to do so, although we would certainly appreciate it if you could.

Should you agree to our invitation, we kindly ask you to be available for the standard rating of abstracts from Date. Specific reviewing instructions will be provided upon your confirmation.

We would appreciate your URGENT response even if the answer is no - in that case we shall try to find another suitable person.

We thank you in advance for your time.

ESPID 2014 Secretariat
4. Sample of Declaration of Interest Form

Declaration of interest 2014

DECLARATION of INTEREST

(CONFIDENTIAL)

Title……………… (Name)……………………….. (Surname)…………………………

Function at ESPID…………………………………………………………………

e-mail address……………………………………………………………………..

I do hereby declare on my honour that to the best of my knowledge, the only direct or indirect interest I have in profit making organisations potentially related to ESPID are those listed below:

At present or within the last 12 months I have been involved in the following activities (please feel free to add lines as appropriate)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Company</th>
<th>Product(s) or activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal investigator**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member of steering committee,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>member of an advisory board or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>equivalent body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigator (not principal) for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the development of a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>product**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker on industry sponsored</td>
<td></td>
<td></td>
</tr>
<tr>
<td>symposia, press conferences or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>other meetings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A consultant is defined as an expert who charges a fee (personal, institutional or both) for providing advice or services or both

** A principal investigator is considered to be a coordinating investigator responsible for the
coordination of investigators at different sites participating in the (multicenter) trial. This includes investigator initiated studies.

*** An investigator is considered to be a physician to be involved in a clinical trial at a specific site. Investigator can be the leader or the member of the clinical trial team. This includes investigator initiated studies.

I am a board member in the following national/international scientific society(ies) other than ESPID

1. ..............................................................................................................

2. ..............................................................................................................

1. ..............................................................................................................

2..............................................................................................................

3..............................................................................................................

Date: Place: Signature:
5. Memorandum of Understanding between ESPID and Penta-ID

MEMORANDUM OF UNDERSTANDING REGARDING COLLABORATIVE RELATIONSHIP THROUGH MUTUAL ASSISTANCE IN THE AREAS OF RESEARCH AND EDUCATION IN THE AREA OF PEDIATRIC INFECTIOUS DISEASES

BETWEEN

The Penta–Onlus Foundation ("Foundation") with a registered office at Fondazione Penta Onlus c/o Dip. di Pediatría, Via Giustiniani 3, 35128 Padova, Italia, and acting president, Dr. Carlo Giaquinto

AND

The European Society for Paediatric Infectious Diseases ("Society") with a registered office at ESPID c/o Kenes International, Rue de Chantepoulet 1-3, PO Box 1726, CH-1211 Geneva, Switzerland, and acting president, Dr. Ronald de Groot

ARTICLE 1: SCOPE OF COLLABORATION

1.1 General Scope. The Society and the Foundation agree to share in developing and realizing research and educational projects in the areas of pediatric infectious diseases and pediatric antimicrobial use across the European Union.

1.2 Specific Activities. Specific activities and programs implemented under authority of this MOU shall be subject to the availability of funds and the approval of the Foundation’s and the Society’s authorized representatives. Potential collaborative projects could include (a) joint educational activities such as organization and conduct of symposia or courses, or development of print or online training materials, (b) joint research activities with Society members, such as development and implementation of clinical or observational trials or development and maintenance of surveillance networks, (c) publication activities related to primary or secondary data collection, or (d) exchange of members for research, lectures, or discussions.

1.3 Separate Agreements. Prior to initiating any specific activity or program, the Foundation and the Society will negotiate and enter into a separate agreement, signed by each party’s authorized signatory, describing the terms of the arrangement, including budgets.

ARTICLE 2: RENEWAL, TERMINATION AND AMENDMENT

2.1 Duration. This MOU shall remain in force for three years from the date of the last signature. Either the Foundation or the Society may terminate this MOU at any time by providing 180 days’ advance written notice to the other party.

2.2 Extension and Renewal. The parties may extend or renew this MOU by agreement, confirmed in a written amendment signed by each party’s authorized signatory.

2.3 Amendment. No amendment to the terms of this MOU will be effective unless made in writing and signed by both the Foundation’s and the Society’s authorized signatory.
ARTICLE 3: GENERAL MATTERS

3.1 Use of Names. Except in promoting the activities proposed in Article 1.2 above among its members, neither party may use the name of the other party in any form of advertising or publicity without express written permission. The parties must seek permission from one another by submitting the proposed use, well in advance of any deadline, to the liaison officers designated in Article 3.3 below.

3.2 Use of Joint Intellectual Property. Any educational materials, data, or other intellectual property jointly produced by the Society and the Foundation under this MOU are not to be shared with external third parties without express written permission. The parties must seek permission from one another by submitting the proposed use, well in advance of any deadline, to the liaison officers designated in Article 3.3 below.

3.3 Notices. Both the Society and the Foundation must give all notices under this MOU in writing via (a) confirmed facsimile transmission, (b) postage prepaid or certified mail with return receipt requested, or (c) commercial overnight carrier. All communications must be sent to the addresses set forth below or to such other address designated by the parties by written notice. Notices are effective upon receipt.

THE FOUNDATION: [Liaison name/title]

Penta-Onlus Foundation

[mailing address]

[telephone]

[fax]

[email]

With copy to: Dr. Carlo Giaquinto, President

Penta-Onlus Foundation c/o Dip. di Pediatria

Via Giustiniani 3

35128 Padova, Italy

THE SOCIETY: [Liaison name/title]

European Society for Paediatric Infectious Diseases

[mailing address]

[telephone]

[fax]
3.4 Binding Obligations. With the exception of Article 2, this MOU is not intended to create any legally binding obligations on either the Foundation or the Society but, rather, is intended to facilitate discussions regarding general areas of cooperation.

3.5 Authorized Signatories. Each party represents that the individuals signing this MOU have the authority to sign on its behalf in the capacity indicated.
6. Application form for ESPID members from resource poor countries

This form can be downloaded here: http://espid.kenes.com/Documents/Reg-acc.pdf
7. List of Resource Poor Countries

**Resource Poor Countries**

**Low-income economies**

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Gambia, The</td>
<td>Mozambique</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>Guinea</td>
<td>Myanmar</td>
</tr>
<tr>
<td>Benin</td>
<td>Guinea-Bisau</td>
<td>Nepal</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Haiti</td>
<td>Niger</td>
</tr>
<tr>
<td>Burundi</td>
<td>Kenya</td>
<td>Rwanda</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Korea, Dem Rep.</td>
<td>Sierra Leone</td>
</tr>
<tr>
<td>Central African Republic</td>
<td>Kyrgyz Republic</td>
<td>Somalia</td>
</tr>
<tr>
<td>Chad</td>
<td>Liberia</td>
<td>Tajikistan</td>
</tr>
<tr>
<td>Comoros</td>
<td>Madagascar</td>
<td>Tanzania</td>
</tr>
<tr>
<td>Congo, Dem. Rep</td>
<td>Malawi</td>
<td>Togo</td>
</tr>
<tr>
<td>Eritrea</td>
<td>Mali</td>
<td>Uganda</td>
</tr>
<tr>
<td>Ethiopia</td>
<td>Mauritania</td>
<td>Zimbabwe</td>
</tr>
</tbody>
</table>

**Lower-middle-income economies**

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania</td>
<td>Indonesia</td>
<td>Samoa</td>
</tr>
<tr>
<td>Armenia</td>
<td>India</td>
<td>São Tomé and Principe</td>
</tr>
<tr>
<td>Belize</td>
<td>Iraq</td>
<td>Senegal</td>
</tr>
<tr>
<td>Bhutan</td>
<td>Kiribati</td>
<td>Solomon Islands</td>
</tr>
<tr>
<td>Bolivia</td>
<td>Kosovo</td>
<td>South Sudan</td>
</tr>
<tr>
<td>Cameroon</td>
<td>Lao PDR</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td>Cape Verde</td>
<td>Lesotho</td>
<td>Sudan</td>
</tr>
<tr>
<td>Congo, Rep.</td>
<td>Marshall Islands</td>
<td>Swaziland</td>
</tr>
<tr>
<td>Côte d’Ivoire</td>
<td>Micronesia, Fed. Sts.</td>
<td>Syrian Arab Republic</td>
</tr>
<tr>
<td>Djibouti</td>
<td>Moldova</td>
<td>Timor-Leste</td>
</tr>
<tr>
<td>Egypt, Arab Rep.</td>
<td>Mongolia</td>
<td>Tonga</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Morocco</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Fiji</td>
<td>Nicaragua</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>Georgia</td>
<td>Nigeria</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>Ghana</td>
<td>Pakistan</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Papua New Guinea</td>
<td>West Bank and Gaza</td>
</tr>
<tr>
<td>Guyana</td>
<td>Paraguay</td>
<td>Yemen, Rep.</td>
</tr>
<tr>
<td>Honduras</td>
<td>Philippines</td>
<td>Zambia</td>
</tr>
</tbody>
</table>
8. Code of Practice for Industry

Code of Practice for Sponsors of Pre-Congress Symposia at the ESPID Annual Congress 2014, Dublin, Ireland – May 6 – 10

Organized jointly by ESPID and the ESPID Foundation

Updated: May 2012
Authors: ESPID Board

ESPID greatly values the mutually beneficial relationship it has with several commercial sponsors who contribute to the annual ESPID congress through financial sponsorship, by bringing delegates to the conference and by contributing to the scientific content of the meeting by organizing sponsored PreCongress symposia.

The ESPID Board has updated this code of practice in an effort to promote and maintain consistently the highest standards in these symposia thus enhancing their value to ESPID members, other conference delegates and to the sponsors themselves. Sponsors are requested to study this document closely and to use it in planning and executing their symposia.

General Comments

The ESPID Board discourages industry sponsors from organizing non-official (i.e., bypassing the procedures described below) symposia or other educational events in connection with the ESPID Annual Congress (within 2 days before, during or after the Annual Congress in the same city or close region). Industry sponsored symposia should always be clearly marked as being Pre-Congress, this applies also to the program book, where they will be listed separately from the ESPID scientific program.

Under no circumstance may the ESPID Logo be used for invitations to or while conducting such events, including oral or visual recordings of the symposium.

Invitations to Pre-Congress Symposia may be sent out by sponsors at their discretion but ESPID will not provide names and addresses of ESPID members and/or congress attendees.

Planning

Sponsors are requested to draw up a draft program for their symposia including an overall title or theme, provisional talk titles and, provisional speaker names by 1st January of the year the congress is taking place.

This summary should be forwarded to the Chair of the Local Scientific Committee (LSC) and to the Board member(s) liaising with the LSC. Names and contact details can be obtained from the ESPID secretariat (espid@kenes.ch)

These summaries will permit the congress organizers to ensure there is not excessive overlap between symposia and to offer other comments and suggestions.

A finalized version of the congress symposium program including learning objectives should likewise be forwarded no later than 8 weeks before the congress. Subsequent changes should be notified to the congress bureau immediately as they arise.

Choice of speakers and chairs
Most sponsors choose to invite independent experts of international standing and with excellent presentational skills. ESPID supports and encourages this. The ESPID Board strongly discourages sponsors from inviting their own employees or speakers who otherwise have close financial or professional ties to their organizations to speak at these symposia.

Although such speakers may be well qualified and have important messages to convey, the spectrum of possible conflicts of interest inevitably undermines their credibility and thus the value of the entire symposium. Conversely it is often highly appropriate for a senior executive from the sponsoring company to chair the session and participate in discussion. Often this chairing is best done jointly with one of the senior independent speakers.

To avoid potential conflicts of interest, the ESPID Board also strongly discourages sponsors from inviting current ESPID board members or ESPID committee chairs to speak at or chair a pre-congress symposium.

**Topics and content of talks**

While it makes complete sense that the choice of theme and specific titles should reflect current strategic priorities of the sponsoring company, it is important to remember that this is a scientific meeting, not a postgraduate training session. Therefore, pure product presentations must be avoided and presentations should be objective. Speakers should be asked to ensure that they summarize new scientific information or new concepts in their talks that is unlikely already to be familiar to this senior specialist audience.

Critically, and at all costs, any apparent “point scoring” relative to commercial rivals should be strenuously avoided as this greatly devalues the overall impression given of the scientific values of these sessions and greatly annoys many ESPID members who attend.

Competition between speakers both within and between symposia should therefore be restricted to efforts to surpass each other in the originality of the data presented and the excellence of their presentations. Further, during pre-symposia briefing, sponsors may comment on but should not influence the content of the speakers’ presentations nor make changes to the speakers’ slides without their consent.

Speakers should be made aware that they are responsible for the content of their presentation and ensure that if slide editing is performed, it does not alter the content and remains compatible with their scientific objectivity and ethics.

**Feedback**

Since 2004, the ESPID Board has resolved to obtain written feedback from delegates concerning the sponsored symposia.

This is intended to provide valuable information to the congress organizers, the sponsors and the speakers themselves as to the value and impact of the presentations, to facilitate future planning.

Delegates will be invited to comment on a written form concerning each presentation individually and the symposium generally as follows:

- Importance of topic
- Quality and objectivity of scientific data presented
- Quality of presentation (including audibility, clarity and slides)

Each of these 3 will be rated: poor, fair, good, or excellent by the delegates. Results of the evaluation will be made available to the sponsor within 4 weeks after the Annual Meeting.

**Assignment of time and length of industry sponsored pre-congress symposia**
The ESPID Board and the LSC take the liberty to assign specific time slots to symposia proposed by sponsors. Should more requests for symposia be received than can be accommodated, the final decision on the acceptance of requests rests with the ESPID Board and will depend on various factors including the scientific value of the proposed symposium (as evaluated by the ESPID Board and the LSC) in the context of the overall scope of ESPID.
Dear ESPID member,

After X very successful masterclasses we are proud to continue this highly successful format with a Xth ESPID Research Masterclass (ERMC) in XXX.

ESPID Research Masterclass (ERMC) is planned to be a closed, seminar type of forum for active pediatric infectious diseases (PID) research groups in Europe. The research can be bench type basic or translational research, clinical studies, epidemiological research or other studies in the area of pediatric infectious diseases.

Why:
The primary aim of ERMC is to provide better opportunities for young researchers to present their studies and discuss their research with other junior colleagues as well as with European research group leaders. During the Masterclass, the junior researchers will be trained how to present their data, ask questions or chair a session. They will receive guidelines for scientific discussion in a seminar type of positive atmosphere. The second aim of the seminar is to provide the researchers a better view of recent PID research in Europe and also to stimulate discussions of new research collaborations among ESPID members.

To Whom:
It is important to point out that this ERMC is based on attendance of research teams and not only individuals. The research groups should apply their attendance as a group of junior and senior researchers (maximum size of a group is 6 persons). At least one of the senior researchers in the group should be an ESPID member.

When:
ERMC will take place in Dublin on Saturday May X, from 9.00 to 17.00. The organizing team strongly encourages research groups to attend the whole ESPID Annual meeting in XXX.

Financial support:
Each accepted group will receive € 500 from ESPID for the participation of a maximum of two junior members (total € 1000).

This amount should support travel costs and the cost of an overnight stay at a hotel. In addition, ESPID will waive the Meeting registration fee for all junior participants,
providing that they are ESPID members. Senior members are expected to cover the costs of their attendance from their own budget.

**Application from the group** (all applications must include the following):

- A short summary (one page, A4) of current research interests of the group
- A list of 10 recent publications from the group
- A list of the participants (1 – 2 senior, 1 – 5 junior, with a maximum of 6 participants per group) with their e-mail addresses
- A one slide power point presentation of the team

Please note that 1-2 of junior members from each team should be ready to give an oral presentation of their research.

**Maximum size of this application is one page and deadline of submission is February 1st, 201X. The applications should be sent to ESPID Secretariat at espid@kenes.ch**

**What happens then:**
Based on the interest of the European PID research groups the ERMC organizing team will make the final decision about the topics of the day. All the research groups will be directly informed about the selected topics and groups before **March 15th, 201X.**

**Finally:**
The organizing team will make the final programme of the Masterclass in close collaboration with the attending research groups.

The ERMC Committee,

The 5th edition of the ERMC in Milano, 2013, was a great success.

We had the highest attendance for this meeting with 73 participants coming from 15 different groups. The new format of the meeting received an enthusiastic welcome and excellent feedback from participants.

The 2013 program allowed for enough time for discussion (after the talks and during the coffee breaks). The new activities proposed in 2013 such as: 1) the keynote lecture about research methodology; 2) the chairing by juniors and 3) the allocation of specific abstracts for juniors preparing questions were assessed as very positive overall.

The ERMC committee also had a meeting to discuss further evolution of the Master Class. Given the numerous changes introduced in 2013, a decision has been taken not to change the format in 2014 to allow for proper assessment before proposing further evolutions to the organization.

In summary the format of the meeting in 2014 will therefore be identical to the 2013 edition and will be as following:

1. 17 talks will be chosen from the submitted abstracts
2. Equal time for talk and discussion (10/10 min)
3. Co-chairing by 1 junior and 1 ERMC committee member
4. Questions on specific abstract allocated to juniors
5. 1 keynote lecture about research methodology

The number of participant has increased over time and we decided that the meeting has probably reached the maximal number of participants. We want to limit the 2014 attendance to 15 groups and/or 75 participants. In case of need, the selection of the 15 groups for 2014 will be undertaken as follow:

1. Previous attendance (priority to new groups)
2. Quality of the group proposal
3. Geography (first come first served per country)

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