



Guidelines for the scientific programme Industry Sponsored Satellite Symposia at SfE BES 2023.

About industry sponsored satellite symposia

Industry sponsored satellite symposia are scientific sessions that are part of the SfE BES annual Conference programme, up to 60 minutes long, sponsored by the industry, and which may be attended by registered Conference participants without any extra charge. They are held at time slots specially designated for this purpose and usually are held directly after lunchtime and access to the room is 75 minutes.

General principles

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

Rules for industry sponsored satellite symposia

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

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

Agenda submission and approval

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

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

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

Conflict of interest

When the programme is approved by the PC, all speakers and chairpersons must complete a disclosure of conflict of interest form that will be presented during Conference satellite symposia and disclosed to

programme participants. Of note, this applies similarly to all those presenting at the Conference. Non-scientific issues are to be discussed with Bioscientifica, the Professional Conference Organiser (SfEBESconference@endocrinology.org).

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

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

30 August 2023	Topics proposed by sponsor to PC for approval; PC rep appointed
12 September 2023	PC feedback provided to sponsor
30 September 2023	Final agenda submitted to PC via Bioscientifica
5 October 2023	PC final approval of programme

Only following PC feedback Sponsors may approach approved speakers.