

Guidelines for Related Meetings during the Annual European Congress of Rheumatology EULAR

1. Introduction

During the Annual Congress of Rheumatology EULAR (EULAR Congress), a number of Related Meetings take place, organised by various groups and organisations, taking benefit from the presence of the meeting participants at the congress. While this is reasonable and fosters cooperation and networking in the rheumatology community, the increased number of requests over the years requires some definitions for and regulations to hold such meetings. EULAR's prime goal in these guidelines is to allow an unrestricted access for every delegate to the EULAR Scientific Programme of the congress and not to create competition between the scientific programme and meetings of particular groups.

2. Definition

In this document, a meeting is a get-together of experts in a pre-arranged setting with a pre-arranged agenda to exchange information and/or discuss a pre-defined topic. It is usually not open to the public and accessible by invitation only.

Meetings may be organised inside or outside the congress centre at specified times according to these guidelines. Every meeting during the entire **duration of the EULAR Congress** (see Glossary at the end of the document) requires prior approval by EULAR, regardless of whether held inside or outside the congress centre. These guidelines are binding for all organisations or groups, regardless of whether they actively participate in the congress activities or not.

Spontaneous "get-togethers" of a few persons during coffee breaks or at any other times are not considered meetings in this document. It is one of the purposes of the EULAR Congress to encourage networking among colleagues and experts.

The EULAR Code of Practice remains in effect for meetings and events with industry involvement, in particular meetings with investors, industry internal sales and marketing meetings, social events and press conferences.

3. Timeframe

The regulations in this document are applicable for the **entire duration of the EULAR Congress**. See the Glossary for a more precise definition of terms used in this document.

4. Meeting Requests

Requests to hold a meeting must be submitted to the EULAR Secretariat in writing using the "Meeting Request Application" (link available on request from the EULAR Secretariat, eular@eular.org).

Meeting requests need to be submitted at least 6 weeks before the opening of the congress. Later requests may not be considered for approval.

5. Schedule of Meetings – Inside the Congress Centre

Meetings can be requested

- On Wednesday from 08:00 – 13:00
- On Thursday and Friday from 08:00 – 10:00 and 17:00 – 19:00
- On Saturday from 15:00 – 17:00

No meetings in the congress centre are allowed outside these times.

Attribution of Meeting Rooms in the Congress Centre

EULAR has a limited number of rooms available in the congress centre to hold such meetings. These meeting rooms have a maximum capacity of 25 persons. They are made available to the meeting requestors for free for approved meetings as long as supply lasts. The rooms are equipped with a video projector, a projection screen and a flip chart. The meeting organisers need to bring a laptop of their own if content projection is required. Technical assistance is provided by EULAR.

Meetings held in conjunction with official EULAR tasks or direct involvement of a EULAR Standing Committee have priority over all other meetings. They will be allocated first. Remaining meetings will go through an official approval process. The entry of the duly completed “Meeting Request Form” in the EULAR Secretariat will determine the sequence.

On request, a limited set of catering options are available and can be requested. EULAR does not cover the costs for catering. They have to be paid by the meeting requestor directly to the catering company of the congress centre. External catering is not permitted. The Terms&Conditions of the catering company are binding when such orders are made. They are available on request from the EULAR Secretariat.

Meeting participation and content recording

Participants to a meeting inside the congress centre need a valid congress registration to have access to the meeting room. EULAR does not support teleconferences or any other form of “remote participation” for these meetings. It is not allowed to record the meeting or parts of it except for the purpose of establishing minutes.

6. Schedule of Meetings – Outside the Congress Centre

Meetings can be requested if they allow enough transfer time for participants to attend the **EULAR Scientific Programme** (see Glossary at the end of the document)

7. Regulation

A meeting will be approved if

- it is limited to a maximum duration of two hours
- it does not include more than 25 participants
- the agenda of the meeting has been submitted with the meeting request
- it is not organised and/or otherwise substantially supported logistically or financially by industry
- it is not predominantly disseminating any kind of industry information to the meeting participants

EULAR may ask for further documentation about the meeting such as a list of participants and their affiliations, nature of the meeting, organising body, etc.

Issues resulting from the approval process will be finally decided by the EULAR President.

8. Sanctions

Organisations or groups holding meetings without prior approval may be sanctioned by EULAR. Sanctions may be

- invalidation of congress registration for individuals
- fines up to EUR 100,000 for organisations
- exclusion of individuals or organisations from one or more following congresses.

9. Glossary

Duration of the Congress is defined as Wednesday 13:00 until Saturday 15:00

EULAR Scientific Programme is defined as

- Wednesday 14:00 – 22:00
- Thursday and Friday 10:00 – 17:00
- Saturday 08:45 – 15:00

It includes in particular

- the Poster Viewing time slots Thursday/Friday 11:45 – 13:30 and Saturday 10:15 – 12:00
- The official Coffee breaks as announced in the Final Programme
- the Opening Ceremony on Wednesday 18:45 – 20:15
- the Welcome Reception Wednesday 20:15 – 22:00

Transfer Time is defined as the time needed to travel between the meeting location and the congress centre if the meeting is held outside the congress centre.