
GUIDELINES FOR SPONSORSHIP OF THE ACTIVITIES OF THE EUROPEAN PAEDIATRIC NEUROLOGY SOCIETY.

1. Introduction

The aim of the European Paediatric Neurology Society (EPNS) is the promotion of care, education and research in paediatric neurology on a European level. The field of paediatric neurology includes epilepsy, neuromuscular diseases, brain tumors, developmental disorders, neurometabolic, neurogenetic and neurobehavioural diseases, and other disorders of the central and peripheral nervous system in childhood.

The constitution of the EPNS expresses the intention "...to improve education and further training of all people in Europe involved with neurological diseases and developmental and behavioral problems of children ... and in need of upgrading their qualifications... The Society is to draw up and develop a decentralised system to organise training and further education... It can take on research activities." To promote these aims, the board of EPNS has set up an Educational Committee to contribute to training and standards for core training in child neurology in all European countries and to organise scientific and educational meetings on a European or regional scale. This will enable European paediatric neurologists to gain accreditation by attending accredited meetings and in this and other ways maintain their professional standards. The programmes are being developed by local organisational committees with the assistance of the Board, its Scientific and Educational Committees and also with the assistance of the Committee of National Advisers (representing the national societies of paediatric neurology in European countries). For the explicit purpose of balanced and impartial continuing education and professional development, the EPNS may raise funds donated by (commercial) sponsoring partners.

2. General Objective

This document describes the guidelines that determine the framework of collaboration between the EPNS and industry partners, hereafter called "Sponsors". They apply to all activities organised by EPNS and supported by Sponsors financially and/or logistically, as well as all activities organised by Sponsors and approved of by EPNS. The aim of these guidelines is:

- to ensure a long-term consistent definition of standards for Sponsorship, and the regulation of commercial interests at EPNS Congresses, regional meetings and other educational activities organised by EPNS.
- to set out a framework for industry's long-term involvement in and financial support of EPNS activities.
- to reflect the mutual commitment of EPNS and industry to activities whose main objective is high scientific or didactic content within an acceptable cost structure.

3. Types of Sponsorship

The following Sponsorship opportunities are available. Industry partners are welcome to undertake more than one type of sponsorship.

- a. Our biennial international Congress (next due in Harrogate, UK in 2009): for further details please contact our Secretariat, email address: SHargreaves1@aol.com.

- b. Educational Partners (€5000 per year) support Training Courses and other educational events run by the EPNS. Educational Partners will be acknowledged at all training courses and educational events sponsored by the EPNS, and on the website. All decisions on the use of sponsorship will be taken by the EPNS Educational Committee.
- c. Scientific Partners (€5000 per year) support multicentre clinical and scientific projects, which do not receive any other financial support from pharmaceutical companies. Scientific Partners will be acknowledged at all Congresses, meetings and activities sponsored by the EPNS, and on the website, as well as in any publications resulting from the sponsored work. All decisions on the use of this sponsorship will be taken by the EPNS Scientific Committee. Sponsorship of studies involving products made or sold by the Scientific Partner are excluded.
- d. Training grants (€2500 per year). These grants support colleagues from New European Countries or eligible (World Bank Class 1 or 2) countries outside Europe a) to attend training courses of the EPNS and/or b) to have an educational attachment to an European hospital. Sponsors will be acknowledged in all announcements and letters regarding the financial support for trainees, and on the website. Decisions on the allocation of the grants will be taken by the “New Europe Committee”.
- e. Membership support (€1000 per year). These grants are used to reduce the membership fees for young members from New European Countries. Sponsors will be acknowledged in all announcements and letters regarding the membership support for young members from New European Countries, and on the website. Decisions on the allocation of this support will be made by the “New Europe Committee”.

4. Guidelines for Sponsorship of EPNS meetings and other activities

- a. EPNS is ultimately responsible for the content, quality and scientific integrity of all its activities, including those sponsored by Sponsors.
- b. The scientific programme of EPNS Congresses is composed of independent keynote lectures, plenary sessions, discussion groups, seminars, symposia, free communications and poster sessions, which are the responsibility of the Scientific Advisory Committee, in collaboration with the Local Organising Committee. Certain features of the poster sessions - for example prizes, or sponsorship of a thematic group of posters - may be available as a sponsorship opportunity.
- c. The date and venue of each EPNS Congress is subject to the final approval of the Board. However, representatives from Sponsors can be included in one of the site visit teams and Sponsors can have an advisory role in the planning and staging of the Congress, without exercising any controlling influence on this process.
- d. The Board of EPNS in collaboration with the Local Organising Committee will provide a formal sponsorship bid document (the prospectus) in advance of any request to Sponsors for financial support. This document should include:
 - A statement of the objectives of the meeting (scientific, educational and financial)
 - The demographics of previous events
 - Expected attendance at the meeting for which sponsorship is sought.

- Itemised costs of satellite symposia, exhibition space and any other support opportunities.
 - The pre-payment and cancellation policies that apply to sponsoring companies for satellite symposia slots, exhibition space and any other sponsorship items.
- e All costs should be in Euros. All agreements should be covered by legally binding contracts.
- f Material displayed on exhibition stands - whether pharmaceutical information, equipment, or items for free distribution - should comply with international codes of practice and healthcare regulations of the host country. Sponsors are encouraged to display a list of past and present support for EPNS activities at their exhibition stands.
- g Only the EPNS may authorize Sponsors to disseminate information about an EPNS activity to the medical community. The content of such information is the responsibility of the EPNS, and any such information must identify the activity as produced by the EPNS or its designated organiser.
- h The EPNS is responsible for the quality and content of any enduring materials, such as brochures, books and videotapes intended for educational distribution that identify an association with the academic activity or the EPNS.
- i Satellite symposia are educational activities supported by a single commercial sponsor. Sponsors may distribute promotional materials concerning their satellites and are entitled to use the names and logos of the Congress and the EPNS in these materials, subject to written permission of EPNS. The Congress schedule should allow two hours running time for each of these sponsored sessions, with an additional 30 minutes make-ready time. It will be the aim of the Congress organisers to have one satellite symposium per timeslot. The commercial sponsor can design the satellite symposium to provide new information about a specific product or device; however, satellites must adhere to all the guidelines in this document, and must devote no more than 50% of the content of their Satellite to product related material. Activities must be free of commercial bias for or against any product. If the activities are concerned with commercial products, they must present objective information about those products, based on scientific methods generally accepted in the medical community. The materials shall not, by their content or format, advance the specific proprietary interests of the commercial sponsor. To ensure the scientific credibility of satellite symposia, and to avoid overlap or conflict between satellite symposia, the Organizing Committee and Scientific Advisory Committee of the Congress should have the right to see the proposed program of the satellite meeting with a right to veto satellites, presenters and topics.
- j Trade names may not be used by commercial sponsors save for specific occasions, namely at their Exhibition Stand, in advertisements in the Announcements, Programme or Book of Abstracts, at the discretion of the Organising Committee of the educational or scientific meeting concerned. Permission must be given in writing. All of the above are subject to complying with the regulations of the host country.
- k There is considerable industry support for travel of delegates, as well as invited speakers, attending international Congresses. While this is forbidden in some countries, it is a

widely recognized and mutually beneficial international practice. Consequently, EPNS accepts the fact that this will continue, but requests that Sponsors set aside a reasonable percentage of the intended funds to support travel expenses of individuals who would be unable to attend the academic activity without support. This can be done through:

- Giving funds to the Congress organiser for distribution
- Sponsoring delegates on a list supplied by the EPNS Congress Secretariat
- Giving funds towards an EPNS bursary fund

- 1 If the proceedings of satellite symposia are intended for publication, priority will be given to publication as a supplement of the European Journal of Paediatric Neurology. The proceedings will in that case be subject to peer review.

5. Approval by EPNS of activities organised by Sponsors

The following procedure should be followed by Sponsors who propose an educational activity for approval:

- a The Sponsor submits a one-page summary, in a standard format, describing the nature of the activity, its purpose and its audience, to the Secretary of EPNS for review. The reason why approval of EPNS is sought should be clearly stated.
- b EPNS assigns two members of its Educational Committee to evaluate the Sponsor's proposal. The Secretary of EPNS informs the Sponsor of their decision within 8 weeks after submission. Within this period of 8 weeks, EPNS can ask for more detailed information from the Sponsor who submitted the proposal.
- c The general guidelines of EPNS apply as to how the Sponsor can advertise the approval by EPNS of its activity.
- d There is no limitation to the number of activities for which a Sponsor can seek approval from EPNS. The Executive Board of EPNS will keep a list of all industry-organised activities which are approved by EPNS. This list will be distributed on a regular basis to all Sponsors. The list of activities will also be included on the website of EPNS and published in the newsletter of EPNS in the European Journal of Paediatric Neurology.

6. EPNS certification in child neurology for educational activities organised by Sponsors

Continuing education and professional development in child neurology is a major objective of EPNS. To this purpose, credit points can be assigned to educational activities by the Educational Committee. These credits will be the basis for continued EPNS Certification in Paediatric Neurology. Educational activities organised or sponsored by one or more Sponsors, fulfilling the standards and requirements of EPNS, are included in this system of accreditation.

7. Acknowledgement of Sponsors by EPNS

EPNS will acknowledge the financial support of its Sponsors on all general written communications to members or potential members.

The Sponsors will also be acknowledged on the website of EPNS, in the same way as on written materials. The EPNS website will not contain banners, advertisements or links to the websites of drugs or commercial companies. Sponsors having a website related to neurology,

child neurology or epilepsy in particular will have the opportunity to set up a link to the website of EPNS.

8. Changes and updates

These guidelines are a living document. They will be updated and changed in mutual agreement between Sponsors and EPNS, after proposal of one or both parties. Proposals for changes should be submitted to the chairman of the EPNS Financial Committee.

Revised 5 March 2008