



Rules for the EFORT Forum

to be offered to up to 10 national societies per year during their national congress

- Every year EFORT will coordinate up to 10 European Fora using 4 to 6 outstanding speakers, each in a session of usual length 1.5hrs to 2hrs, depending on the final number of speakers. The aim is to provide updates on topics at the forefront of progress in our specialty. These Fora are offered to national societies who wish to include such a session during their annual congress, preferably on the official opening day of the congress or the following day.
- Once the national society has decided on a topic and title for the proposed Forum, EFORT, through its Chairman of Fora, will appoint at most 2 expert speakers in the proposed field.
- Only speakers who are members of an EFORT federated National Society can be supported as an EFORT Speaker. Speakers must be aware of this requirement.
- One of the EFORT speakers will co-moderate the EFORT Forum Session. This EFORT speaker shall open the session by welcoming the delegates and by showing the "EFORT Promotion Video".
- Official feedback for all speakers and issues related to the EFORT Forum Session, will be organised and administered by e-mail through the EFORT Head Office within 14 days of the session.
- The EFORT Fora should be given prominence within the congress by the National Society, preferably as a plenary session.
- The subjects of the Fora should not clash or overlap with other sessions in the Congress. The subjects should be chosen in agreement with the President and organising committee of the relevant congress, and also with the speakers involved.
- A summary of each lecture will be published on the EFORT portal. It is the duty of the national society to gather all necessary materials and provide EFORT with the relevant data within 4 weeks of the Forum. (Slides from the presentation to be loaded onto the portal should be in either ppt, pptx or pdf format)
- The EFORT Forum must be presented in English, as should be all projected slides, video's, handouts and any associated educational materials. If necessary, simultaneous translation from the official congress language(s) into English should be provided by the congress organisers.



- The EFORT Forum speakers are guests of the congress and the congress organisers should meet their incidental expenses (e.g. accommodation, lunches, dinner, airport transfers, etc.) during the congress. The registration fee should be waived and the speakers should be invited to all social events. Travel expenses to and from the host city are covered by EFORT, according to our guidelines and rules.
- The national society organising the EFORT Forum must appoint a local organiser who – together with the EFORT Head Office – is responsible for the scientific programme and organisation of the Forum.
- The topic and the timetable for the EFORT Forum must be announced at least 6 months prior to the event. Only after the topic and the timetable are known can the local organiser, together with the EFORT Head Office, procure the most appropriate faculty.
- To determine these matters and to define responsibilities for the EFORT Forum, both parties (the applying national society and EFORT) have sign an appropriate agreement.

Prof. Dr. George Macheras
Chairman EFORT Fora

Ass.Prof. Per Kjaersgaard-Andersen
EFORT President 2018/2019