

European Symposium on Paediatric Cochlear Implantation (ESPCI)

Executive Summary

The first European Symposium on Paediatric Cochlear Implantation was organized by the Nottingham Cochlear Implant team in 1992. Since then, a symposium has been held in Europe every other year (see Appendix A), with increasing interest and size. With the growing success of the symposia, the Board, containing the ESPCI past presidents, has decided to define a number of general rules and guidance to uphold the high quality of the meeting, to safeguard its integrity for the future and ensure good governance.

Mission statement

The mission of the Board of ESPCI is to promote knowledge and skills on paediatric cochlear implantation through the organisation in Europe of a biennial symposium. This symposium aims at improving cochlear implant access, delivery, services and outcomes for children. Fundamental to this is:

- a multi professional approach, including scientists, otologists, audiologists, psychologists, therapists, educators and researchers
- promotion of good practice, challenging current thinking and stimulating fresh ideas
- promotion of recent outcomes of research
- promotion of knowledge and skills on the latest scientific and medical developments
- the inclusion of key note speeches, plenary sessions, discussions, specialist workshops and free paper and poster sessions
- the inclusion of learning opportunities for students in related sciences and disciplines
- the inclusion of parents, carers and the young people/children themselves

The symposia ensure that paediatric cochlear implantation continues to fulfil its life changing potential for children who are deaf and hard of hearing.

ESPCI Board: membership and responsibilities

The Board consists of former organisers (presidents) of ESPCI meetings and the president(s) of the upcoming meeting. Board membership is for 30 years max, and Board members cannot be replaced. The president of the Board is the president of the last Symposium. A General Secretary will be appointed by a majority vote of the Board present at a meeting for a period of at least 4 years and can be re-elected. The role is to liaise between the local organisers and the Board. The full ESPCI Board meets at least once every two years during the ESPCI symposium.

The tasks of the ESPCI Board (and agenda of Board meetings):

- Monitor whether the organization of the symposium is in accordance with the guidelines
- Ensure financial governance as outlined in this guidance: The proceeds of ESPCI must be used exclusively to advance paediatric cochlear implantation in Europe
- Select the venue for the ESPCI symposium, four years ahead, according to the guidance
- Appoint an Advisory Committee of (up to 5) Board members, to guide the organizers of the next ESPCI symposium
- Update these regulations/guidelines if needed
- A quorum is 50% and only one vote per country is permitted: no delegated votes
- Terms of office are permanent and a member cannot be replaced
- The President shall be the last meeting president.

Agreed by Board, Bucharest, 18 October 2019

Practical guidelines

These guidelines now provide further detail under:

- Governance
- Financial guidance
- Planning timetable
- Appointment of venue/organisers
- Role of Advisory committee
- Scientific programme, suggested topics and advisory roles
- Paper and poster decisions, and publications
- Sponsorship and exhibition
- Communications and social media
- Follow up reports to the Board
- Email directory, speakers, topics

LOC= Local Organising Committee

LO=Local Organiser

IAC= International Advisory Committee

PCO= Professional Conference Organiser

The working language is to be English and all abstracts, submissions, posters, communications, papers are to be presented in English in written and oral communications.

Satellite symposia may be held in the local language, to encourage local attendees.

These two official documents, (the one page summary and the full guidelines)established by the ESPCI Board on xxxx were authorised on xxxx and can be found on related professional websites and that of each symposium.

Governance

Each symposium must conform to the relevant EU regulations and those of the related professional bodies.

None of the organising committee or the Board, or their relatives, must benefit financially from the symposium.

Delegates from manufacturers must present their product related data or new developments in specific workshops, not in the regular scientific programme.

Conflict of interest and disclosure: all disclosure information must be publicly accessible.

Main sponsors must be clearly acknowledged

LOC must arrange appropriate professional accreditation.

LOC must conform to European regulations of appropriate bodies for medical devices

Financial guidance

The organising body of each symposium is responsible for the financial governance of the symposium and should take steps to cover personal risk. A suggested budget planning spreadsheet is attached (appendix B) to form the basis of the report to the Board.

All ESPCI financial transactions must follow best accounting practice in the host country.

10% of the registration (inscriptions) fees is to be used to provide scholarships for students, parents and implant users, and for research and other training opportunities in the field of cochlear implantation. Organisers must produce clear accounts for their meeting, including their management of 10% of the registrations (inscriptions) for scholarships and research, in accordance with the planning timetable.

The organisers of the meeting should submit in their final report their proposal for this use.

Planning timetable

A long period of preparation is necessary for a successful meeting. This is a rough guide for those wishing to submit a bid for an ESPCI meeting:

Time:	Activity
Year X minus 4.5 years	First contact with Board by LOC/LO Draft proposal
Minus 4 years	Full proposal submitted Discussed at Board meeting Venue/organiser appointed
Minus 3	LOC meeting with IAC Appointment of conference organisers (PCO) /venue etc Preparation of initial advertising
Minus 2	LOC meeting for programme Advertise at ESPCI and elsewhere Report to Board meeting Database devt/ mailing Creation of website Finalising arrangements re venue, IT, accommodation etc Discussion with industry – site visits
Minus 1	Report to Board via IAC, with budget including proposals for the 10% spend on research, scholarships etc Programme finalised: key speakers and items in place Mailing announcements Opening ceremony and events in place Deadlines for abstracts in place
Minus 6 months	Update figures to Board Abstracts reviewed by panel and decisions made: speakers informed
Minus 3 months	Update figures to Board
Minus 1 month	Update figures to Board
The event	Meeting with Board
Plus 3 months	report to Board on attendees, exhibitors, feedback, initial finance report
Plus 6 months	Full report to Board, including finance outcome and report on the use of the funds for research and scholarships

Appointment of a venue/organisers

The appointment of a new venue, four years ahead, is the responsibility of the ESPCI Board, based on a motivated bid, scientifically and financially sound, from a clinical centre known for its experience in the field, both clinically and scientifically. The venue should be located in Europe.

A preliminary proposal in the form of a formal letter, including the information below, should be sent to the president of the last ESPCI approximately four and a half years prior to the proposed ESPCI. This should include:

- Proposed president (appropriate credentials and letteres of agreement from national institutions)
- Proposed location with reasoning
- Facilities available
- Institutional support

The full proposal should be presented to the Board for voting at the ESPCI four years prior to the proposed meeting.

Content of the proposal:

The proposal should be in accordance with the ESPCI mission and contain information on:

- The proposed venue, including congress location, available facilities with numbers and sizes of rooms, and accommodation facilities in locality (number and price ranges).
- General outline of the scientific and professional programme; academic, scientific and institutional support.
- Review of professional conference organisers and preferred choice with reasoning.
- The proposed LOC which should comprise of the local organizer and representatives of local/national academic and other institutions who are prepared to be active in the organization.
- Rational for the location: ease of access, infrastructure, cultural benefits etc
- Communication and social media planning
- A draft budget (see Appendix B), including anticipated numbers, level and range of registration fees for various groups, sources of income, expected major expenditure.
- A statement as to the use of the proposed 10% of the registrations of the previous symposium for the furtherance of the mission of ESPCI
- A statement as to the assistance of students from low income countries, user groups: eg low cost accommodation, possibility of grants
- Timetable plan for preparation of the congress
- Knowledge of relevant rules (eg EU rules, sponsorship rules) regarding organization
- A specific statement that the host country/organisation will make the congress available to all “without let or hindrance”
- Accreditation procedure

Selection procedure

- Potential organizers should present their proposal at the Board meeting. The Board members, only those present at the meeting, choose the new venue (for the meeting 4 years ahead) by voting (one vote per country, even if there are several groups of the same country only one vote will be considered) after discussing the proposal. Acceptable bids from countries that didn't organize an ESPCI symposium previously might be prioritised. See Appendix C for criteria and judging sheets.

- After the vote, the selected organizers will be informed that they should join the next ESPCI Board meeting (as members), where, on their proposal, an IAC will be appointed by the Board, comprising at least three previous presidents. The IAC will guide the organizers during their preparations for the symposium and if amendments are needed to the proposal.
- If no appropriate proposal is received the Board has the power to nominate a group and ask for a submission.

International Advisory Committee (IAC) Task and responsibilities

The task of the International Advisory Committee is to ensure that the organisation of the next ESPCI symposium is in line with the ESPCI mission statement and that ESPCI guidelines are followed. The committee meets on site with the LOC at least 2 years prior to the meeting. Its members should represent the diversity of cochlear implantation, and be internationally known, being able to offer the level of expertise necessary to support the local organisers in the scientific content of the meeting. The General Secretary will be a member. The committee should:

- Advise on the scientific programme
- Ensure the programme attends to the latest trends and issues, and new advances in cochlear implantation and implantable hearing aids.
- Ensure the submission and review process is robust, responsive and internet -based
- Encourage both European and world-wide participation
- Maximise full and diverse participation
- Oversee the planning and timetabling expectations are met
- Oversee the sponsorship/exhibition arrangements
- Oversee the financial planning

The IAC informs the Board members when needed but at least 6 months prior to the symposium and during the symposium meeting concerning the organisation and the financial status.

The IAC is active from the day of appointment and is dismissed by the Board whenever its task is accomplished, following the successful submission of the report of the meeting and accounts.

Programme of the ESPCI symposium

The programme of each symposium should have an overarching scientific theme reflecting current issues. The programme of the symposium should be aimed at fulfilment of the ESPCI mission; consequently, the programme should be multidisciplinary including:

- surgical/medical sessions,
- engineering and scientific sessions
- audiological/technological sessions,
- rehabilitation and educational issues
- societal, psychological and quol impact.
- public health and economic issues

Suggested forms of the sessions:

Scientific sessions: invited lectures (key notes), round table discussions, free presentations (oral or e-posters)

For educational purposes: courses, invited state-of-the-art presentation, training sessions and, round table discussions

Parallel sessions

Poster sessions, which may be e-posters

Workshops and practical sessions

Satellite symposia

Presentations by sponsors (Delegates from manufacturers/sponsors are allowed to present their product related data / new releases in dedicated symposia, not in the regular scientific programme).

The content of the programme

The responsibility for the content of the symposium programme lies with the organizers. It is strongly advised to allocate a local scientific committee comprising professionals covering the whole field and advised by the IAC. Delegates from the industries should be excluded if the content of the presentation is essentially commercial. All the members must disclose any financial relation with the industry.

Thought should be given to the opening ceremony and to networking opportunities for the delegates.

Paper and poster decisions and publications

A committee of reviewers for the abstract selection to be decided on the basis of this International Advisory Board, with each section having two experienced reviewers to ensure robust process.

Codification of the validity of the abstracts could be the following:

1. Originality : from 1 = unoriginal to 5 = original
2. Methodological Validity : from 1 = invalid to 5 = Valid
3. Clarity (definition of the study goal) from 1 : Unclear to 5 = Clear
4. Take home message : from 1 = no message to 5 = take home message

Regarding the selection of papers, they will not be anonymous because we must take into account the diversity of origins, methodological quality and originality. We must avoid too many papers from the same team.

See Appendix D for the suggested format of the abstract form.

Dissemination:

Following the meeting, arrangements may be made to have the keynote lectures on open access on the website. The possibility of the proceedings being published in a supplement of a European journal should be explored.

Sponsorship and exhibition

Each LOC to pass on details of their sponsorship arrangements and suggestions to the LOC of the next symposium. Care must be taken to ensure time is included in the programme for exhibition visiting and that the exhibition area is accessible.

Communications and social media

Each LOC to pass on details of their mailings and communications to the LOC of the next symposium; suitable social media communications should be used and monitored (eg numbers visiting website).

Reporting to the Board

As per the timetable, the organisers will provide the Board with a report one year and six months before the meeting, and within six months following the meeting. This report will include:

- Financial statement as outlined
- Data on attendees: numbers, backgrounds, countries represented
- Attendance at the sessions
- Sponsors and exhibitions
- Publications
- Mailings
- Social media report

Appendix A

Previous Symposia and Presidents:

1992	Nottingham	GM O'Donoghue, SM Archbold
1994	Montpellier	A Uziel
1996	Hannover	T Lenarz; R Laszig
1998	Nijmegen	P Van Den Broek, A Snik
2000	Antwerp	E Offeciers
2002	Gran Canaria	A Ramos, M Manrique
2004	Geneva	M Pelizzone
2006	Venice	G Babighian
2009	Warsaw	H Skarzynski
2011	Athens	T Nikolopoulos
2013	Istanbul	C Batman
2015	Toulouse	B Fraysse, N Cochard, MN Camels
2017	Lisbon	C Ribeiro, Joao Paco
2019	Bucharest	L Radulescu

Future venues:

2021	Budapest	J Kiss
2023	Rotterdam	E Mylanos

Appendix B: suggested budget planner

EXPENDITURE	Cost per item	Number	BUDGET	ACTUAL
1. VENUE HIRE				
1.1 Conference Rooms				
2. CATERING AND ENTERTAINMENT				
2.1 Welcome Reception				
2.2 Conference Dinner				
2.3 Coffee Breaks and Lunches				
2.4 Accompanying persons				
3. KEYNOTE SPEAKERS AND PROGRAMME				
3.1 Travel Costs				
3.2 Accomodation (complimentary)				
3.3 Conference Dinner (complimentary)				
3.4 Developing nations support / discount				
4. EQUIPMENT AND STAGING				
4.1 Audio Vidual equipment				
4.2 Technical support				
4.3 Speech to Text / Sign Language Interpreters				
4.4 Language Interpreters				
4.5 Poster boards and furniture				
5. PROMOTIONS AND MARKETING				
5.1 Final Programme / Abstracts / Delegate List				
5.2 Printing tickets for functions				
5.3 Directional signage at venue				
5.4 Advertising in professional magazines				
6. ADMINISTRATION AND SECRETARIAT				
6.1 Telephone / Fax / Email				
6.2 Courier / Freight				
6.3 Stationery				
6.4 Photocopying				
6.5 Postage				
7. EXTERNAL MANAGEMENT FEE				
7.1 Planners Base Fee				
7.2 Planners Per Delegate Fee				
8. HIRE / EXHIBITION				
9. MISCELLANEOUS				
9.1 Photography				
9.2 Insurance / Professional Indemnity				
9.3 Credit Card / Banking Fees				
9.4 Legal Fees				
9.5 Accountancy and Audit Fees				

SUB TOTALS			€ 0.00	€ 0.00
11. CONTINGENCY as percentage of Sub Total				
12. TAX ON REVENUE				
TOTAL EXPENDITURE			€ 0.00	€ 0.00
INCOME	Cost per item	Number	BUDGET	ACTUAL
13. REGISTRATIONS				
13.1 Early Bird Fee				
13.2 Standard Fee				
13.3 Late Fee				
13.4 Student Early Bird Fee				
13.5 Student Standard Fee				
13.6 Student Late Fee				
13.7 Educators Early Bird Fee				
13.8 Educators Standard Fee				
13.9 Educators Late Fee				
13.10 Developing Nations Early Bird Fee				
13.11 Developing Nations Standard Fee				
13.12 Developing Nations Late Fee				
13.13 Day Registration Fee				
13.14 Accompanying Person Fee				
SUB TOTALS			€ 0.00	€ 0.00
14. SPONSORSHIP				
14.1 Companies - Platinum sponsorship				
14.2 Companies - Gold sponsorship				
14.3 Companies - Silver sponsorship				
14.4 Companies - Bronze sponsorship				
14.5 Exhibition Fees				
14.6 Universities Sponsorship				
14.7 National Government Grants				
14.8 Local Government Grants				
TOTAL INCOME			€ 0.00	€ 0.00
SURPLUS (Total Income less Total Expenditure)			€ 0.00	€ 0.00

Appendix C

ESPCI - suggested criteria for considering applicants (score each bid out of 3 for each issue: 1 =poor, 2 = average, 3 = good)

Criteria					
Accessibility of location					
Range of appropriate, convenient accommodation					
Conference venue - suitability					
Conference planning – evidence of					
Financial awareness – planning evidence How 10% used					
Academic rigour/support					
Long term CI experience					
Local team/support network					
Local support eg Uni/City/government					
Other issues eg encouraging less developed areas					
Totals					

Appendix D: Suggested format of on-line abstract submission form.

The abstract frame could be:

Title

Goal of the study

Method and Approach

Results

Conclusion

Codification of the validity of the abstracts could be the following:

5. Originality : from 1 = unoriginal to 5 = original
6. Methodological Validity : from 1 = invalid to 5 = Valid
7. Clarity (definition of the study goal) from 1 : Unclear to 5 = Clear
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