

SPECIFICATIONS FOR ORGANISING ERA-EDTA'S CONGRESSES AND MEETINGS

The ERA-EDTA has its internal PCO for organising all its Congresses and Meetings. The charitable activities linked to the Congresses and Meetings are mainly organised by the ERA-EDTA Operative Headquarters and/or its volunteers; the non-charitable activities are instead performed by its Subsidiary Companies, ERA-Eurocongress Ltd. and/or Euromeetings srl. The ERA-EDTA Charity together with its two Subsidiary Companies constitute the ERA-EDTA Group.

I. Choosing the Congress-Meeting location and venue.

The Council is in charge of approving the Congress-Meeting location-venue, after it receives a full technical report by the appointed ERA-EDTA Group senior staff member of all the possible locations. A specific scoring system has been devised to evaluate locations and venues from a logistic and technical point of view. The Congress, and if possible, also any Meeting organised by ERA-EDTA, must make a profit and this is an essential key element that must be taken into consideration in the general evaluation for the selection of the location/venue.

Due to the fact that the ERA-EDTA Congress needs a lot of planning the definitive choice of a Congress location, the venue and the tentative dates should ideally be done before the end of the 4th calendar year before the Congress.

IMPORTANT! It is extremely important that the dates of the future Congresses, once approved by Council, be kept confidential until they are published so that the ERA-EDTA has time to officially appoint the Housing Agent (HA) and make sure that the main hotels are booked by the HA. The dates of the future Congresses are normally published three years in advance in the Congress main announcement that is circulated in the Fall.

Once the Council has approved a location/venue of the ERA-EDTA Congress, it will be the ERA-EDTA President who will be in charge of informing the National Society of that country of the Council's decision. The same is also valid for the confirmation of the local Congress President.

II. The local congress president.

Each ERA-EDTA Congress has two Presidents: the President of ERA-EDTA and a local President proposed by the national society of nephrology of the country where the Congress is held and elected by the Council. The national society of nephrology will have to submit to the ERA-EDTA Council a minimum of two and a maximum of three candidates with a short reasoning for each candidate so that the ERA-EDTA Council can elect the local Congress President. The national society can also point out a preferred candidate when submitting the list of names.

The full duties of the local Congress President can be found [here](#).
If a Congress is held jointly with another society of nephrology, the local President is a representative of that society.

The local Congress President must always be a Full member of ERA-EDTA (a Full ERA-EDTA member can only be a category A or B Member – for more details click [here](#)).

III. Congress image.

The local Congress President will choose between two to three provisional images as the image symbol of the Congress. It is important that the images represent, in some way, the location/venue where the Congress is held and that they are very different one from the other. The Council will then vote the image that will represent the Congress, which will then be used as the official image of the Congress (on the web-site, in the Announcements, Final Programme, etc.). This must be preferably done at the 1st available Council meeting held after the Congress President has been appointed by the Council (in any case this must be done at least three years before the Congress at one of the Congress Council meetings).

IV. Joint Congresses.

ERA-EDTA Council can decide to hold the annual ERA-EDTA Congress together with another Society. If this happens this agreement (http://www.era-edta.org/Congress_joint_congresses.doc) must be signed between ERA-EDTA and the other Society and an adequate representation of the other Society's members must be included in the Congress (speakers/chairs) and the Scientific Committee and, therefore, the "normal" rules for a stand-alone ERA-EDTA Congress do not always apply.

V. Congress timing.

The Council is in charge of approving the timing of the Congress as well as on its duration, based on the proposals submitted by the ERA-EDTA Group senior staff member in charge of this matter.

The time of the year when a Congress can be held is normally from mid-May to the end of June.

The duration of a Congress is normally 3 days and a half and it usually follows this structure: the first day is devoted to Congress Membership registrations (this can also be done starting the day before) and Educational Courses, with the official opening ceremony held in the morning and the welcome ceremony to be held in the evening or late afternoon; the second and the third days have mornings and afternoons devoted to scientific sessions. On the fourth day the scientific sessions will end earlier. Poster sessions can be organised on two days and they should have a dedicated time slot, without overlapping with other sessions. The exhibition will normally open on the first day and close the day before the last Congress day.

VI. Appointment and Role of the Scientific Committee (SC).

The Council will appoint the Chair of the Scientific Committee, the rules regarding the appointment by Council of the Chair of the Scientific Committee as well as the duties of the Scientific Committee and its composition, can be found [here](#).

VII. Appointment and Role of the Paper Selection Committee (PSC).

The Chair of the Paper Selection Committee is appointed by the Council. He/she must be an ERA-EDTA Full Member. His/her mandate is for 3 years. He/she should be nominated as PSC Chair Elect, from one of the current ERA-EDTA Ordinary Council members, possibly as soon as he/she is elected into Council. He/she will work closely in collaboration with the current Chair until he/she officially starts his/her term the following year. The full list of duties of the Chair of the PSC can be found [here](#).

During his/her term if he/she is not a current Council Member, he/she can be invited to Council Meetings when necessary but does not have any voting rights, in any case, he/she should be invited to participate in the pre-Congress Council meeting of the year of the Congress. For the rules regarding the reimbursement policy in these cases, one must refer to the "[General Rules for ERA-EDTA Committees](#)".

During the ERA-EDTA Congresses for which he/she has been in charge, if he/she is not also a Council member and/or a speaker, he/she will be entitled to receive complimentary 4 night's accommodation, travel and Congress Membership.

VIII. Contents of the scientific programme.

The programme must include all the following topics (the Council can, at any time, decide to modify the list of topics):

1. Basic sciences, including immunology and immunopathology;
2. Hypertension;
3. Clinical nephrology, including AKI and CKD;
4. Haemodialysis;
5. Peritoneal dialysis;
6. Transplantation.

The programme is divided into the following tracks (the Council can, at any time, decide to modify them):

1. Fluids and electrolytes, tubular transport, renal physiology, urolithiasis;
2. Hereditary disorders, development, pregnancy, paediatric nephrology;
3. Glomerular disease and general clinical nephrology;
4. CKD – pathophysiology, epidemiology, prevention, progression, aging;
5. ESRD, dialysis;
6. Home therapies, PD;
7. Transplantation and immunology;
8. Hypertension, diabetes, vascular diseases;
9. AKI, intensive care nephrology.

The general structure of the programme, and later on the full one, must be presented by the Chair of the Scientific Committee to the Council for approval. The Council can decide that sessions on certain specific topics, or special sessions, of its internal Working Groups and/or Committees must be included in the annual Congresses. Type and content of these sessions must be agreed upon by the leadership of each group and the Scientific Committee, and then, obviously, approved by Council. The Council can also decide to exchange highlights of scientific presentations of the annual Congress with other societies, or to invite speakers of other societies (“Ambassadors”) – this must be taken into consideration by the Scientific Committee of the Congress (the ERA-EDTA policy regarding all matters organized in collaboration with other societies can be found at this link: http://www.era-edta.org/Agreements_with_other_societies.pdf).

The Scientific Committee, when creating the programme of the Congress, should include speakers of the ERA-EDTA Working Groups and Committees, if and when appropriate.

In particular, with regard to the YNP, the Scientific Committee will receive the names of six young nephrologists that must be included into the symposia and mini lectures of the annual Congress. The YNP Board will prepare a list, that must be up-dated every year, of

the best 20 young nephrologists in Europe (indicating their main area of expertise), based on publications, academic achievements and scientific awards. After the approval by the Council of this list, it will be given to the Chair of the Scientific Committee of the Congress with the specific recommendation to involve as much as possible valuable young nephrologists into the Congress programme.

With regard to the Ethics Committee instead the Chair of the Congress Scientific Committee will receive the names of up to 3 speakers for the annual ERA-EDTA Congress, the Ethics Committee must submit also their main area of expertise (based on publications, academic achievements and scientific awards), for ethical talks. The sessions in which these speakers will be allocated will be determined by the Chair of the Congress Scientific Committee and then approved by the Council.

Finally, with regard to the ERA-EDTA Registry, the Chair of the Congress Scientific Committee will have to make sure that a session is dedicated to the research work carried out by the Registry with the approval of the Registry Committee and the Council.

The Chair of the Congress Scientific Committee should (if and when appropriate) include up to the 8 best free communications in the normal scientific programme of the Congress (i.e. NOT simply in the free communication sessions).

One or two symposia, if at all possible, must be devoted to the Late Breaking Clinical Trials (LBCT). Presentations should be selected through a special call for abstract. A small ad hoc Committee of renowned experts in the field will evaluate the abstracts and choose those which will be presented in agreement with the Chair of the Scientific Committee and the Chair of the Paper Selection Committee. The full details related to the LBCT Committee can be found [here](#).

Normally there will be a closing session at the end of the Congress, called "**Nephrology Pearls**". This session must have the following characteristics:

1. The session will last 90 minutes and there will be 5 presentations of 15 minutes each with no discussion;
2. The presentations must be on the official ERA-EDTA template;
3. For the presentation the speakers must review and thus include in their talk the best/more relevant published papers, for the specific topic presented, from the last 2 years (i.e. 2020 Congress: papers published between 2018 and 2020);
4. At least one top abstract from the current Congress should be included: this must be selected by the Chairs of the Scientific Committee and the Paper Selection Committee.
- 5.

IX. Congress Chairs and Speakers.

The chairs and speakers are selected by the Scientific Committee, but must be confirmed by the Council. They must all fill in a specific form when accepting the invitation by ERA-EDTA (http://www.era-edta.org/Speakers_Chair_Disclaimer_Form.docx).

1. Selection of the speakers.

The number of presentations in each Symposium is limited to max. four, one can be given by a Chair. There should preferably also be a second Chair to the session.

It is also recommended to invite speakers from European countries (as well as countries bordering Europe and the Mediterranean Sea), and to prefer ERA-EDTA members (categories A and B); furthermore, if possible, it is preferable to nominate as speakers/chairs people who will already be present at the annual congress due to other commitments (Working Group and Committee Board Members) – see also the relevant specification in the section above.

In order to allow a good representation within the program of various categories of speakers it is recommended that speakers give only one talk and that only for very specific reasons should a speaker have more than one talk, furthermore no more than 10% of the speakers should be from the same country, so that the final selection reflects the geographical representation of the different countries that are part of ERA-EDTA: exceptions to this rule are possible in the occasion of joint congresses.

The maximum number of commitments in the Scientific Program (i.e. chairs / speakers) that a single person can have during the annual ERA-EDTA Congress, Educational Courses and Industry Symposia excluded, is three (the only exception to this rule is for the ERA-EDTA President who has institutional obligations during the Congress).

If a speaker who has regularly accepted to make his/her presentation does not participate in the Congress without a valid reason, he/she will not be invited to the ERA-EDTA Congresses for the next consecutive three years.

2. Selection of the chairs.

The local Congress President and the Chair of the Scientific Committee are in charge of selecting the chairs for the various sessions.

A special "Thank you" letter must be sent to all speakers/chairs after the Congress: this is normally signed by the Chair of the Scientific Committee and the two Congress Presidents.

Detailed rules regarding the instructions for speakers and chairs, can be found [here](#) .

3. Disclosure of Interests. (DoI)

All invited speakers and chairs to the Congress must fill in the Disclosure of Interest (DoI) form (mandatory step in the online acceptance form) and the collected information is presented to the audience by means of slides to be shown at the beginning of each session (chairs) or talk (speakers).

With regard to Free Communications and Posters, the DoI form must be filled in by the presenting authors when submitting the abstracts (mandatory step in the online submission process). For the Free Communications the collected information is presented to the audience by means of slides to be shown at the beginning of each session (chairs) or talk (speakers), with regard to the Posters instead the collected information must be visible at the bottom of the Poster.

Failure to comply with this rule will be clearly shown in a slide before the speaker's presentation. The full details regarding the DoI can be found [here](#) .

X. Hospitality at the Congress.

1. Hospitality for invited speakers and chairs.

All the invited speakers are entitled to free Congress Membership (thus becoming category C members, if they are not already category A or B members – all membership categories can be found [here](#)).

Invited speakers that do not already have a sponsor for their accommodation/travel receive complimentary hotel accommodation and travel according to the following rules (http://www.era-edta.org/Congress_speakers_hospitality.pdf).

Chairs will not be entitled to any benefit: only Chairs coming from developing countries (GDP less than USD 10,000 a year - World Bank database) will be given a free Congress Membership.

The only exception to these rules is concerning those Chairs for the Societies with which ERA-EDTA has an agreement in place.

2. Free Congress Membership and YNP Advisory Programme.

Advisors of the YNP Advisory Programme will receive a free Congress Membership according to the following rules:

- a. He/she will receive it after being actively part of the programme for at least one year;
- b. He/she will receive one free Congress Membership for each year of actively being part of the programme.

It will be the duty of the YNP Secretariat to inform the relevant staff member in charge of the ERA-EDTA Operative Headquarters, of the names and details of these people accordingly.

3. Free Congress Membership for specific Committees.

All CEPD Committee members, the CEPD Chairs and Co-Chairs as well as all members of the Scientific Committee, if not also speakers, are entitled to free Congress Membership.

This is also valid for the Social Media (SoMe) Team members.

4. ERA-EDTA Representative in Italy.

The ERA-EDTA Representative in Italy will receive a free Congress Membership. He/she will also receive complimentary accommodation for three nights and travel, for this last matter the rules applied are the same ones as those for the speakers (see above).

5. Hospitality for Council Members.

Council Members will receive complimentary Congress Membership, travel (the rules applied are the same as for those applied for the participation in Council Meetings – see the "[General Rules for ERA-EDTA Committees](#)") and accommodation for the number of nights that is necessary to allow them to attend the entire Congress and any eventual meeting they must attend that are scheduled before and/or after it.

Accommodation is in double room for single use. In case they have an accompanying person, they should pay the difference owed directly to the hotel.

6. Staff.

Staff of the ERA-EDTA Group, who have to attend meetings in connection with the Congress, are entitled to receive travel refund, hotel accommodation for the number of nights that are necessary for them to perform their duties and Congress Membership, this last item only if specifically requested. Accommodation is in double room for single use. In case they have an accompanying person, they should pay the difference owed directly to the hotel.

7. Chair of the Scientific Committee.

If the Chair of the Scientific Committee is not also a speaker, he/she will receive a free Congress Membership. He/she will also receive complimentary accommodation for four nights and travel, for this last matter the rules applied are the same ones as those for the speakers (see above).

8. Chair of the Paper Selection Committee.

If the Chair of the Paper Selection Committee is not a Council member and also not a speaker, he/she will receive a free Congress Membership. He/she will also receive complimentary accommodation for four nights and travel, for this last matter the rules applied are the same ones as those for the speakers (see above).

9. Chair of the CEPD.

If the Chair of the CEPD is not also a speaker, he/she will receive a free Congress Membership. He/she will also receive complimentary accommodation for four nights and travel, for this last matter the rules applied are the same ones as those for the speakers (see above).

10. UK Representative of the Board of Directors of ERA-EDTA's Subsidiary Company, ERA-Eurocongress Ltd.

If the UK Representative of the Board of Directors of ERA-Eurocongress Ltd. is not also a speaker, he/she will receive a free Congress Membership. He/she will also receive complimentary accommodation for three nights and travel, for this last matter the rules applied are the same ones as those for the speakers (see above).

11. All Other Guests.

Below are two tables related to the hospitality offered to Congress guests irrespectively of their role.

12. Important General Rules.

Accommodation is in a double room for single use for three nights, unless otherwise pointed out. If a guest has an accompanying person, he/she should pay the difference owed (if any) directly to the hotel.

Travel is in economy class, unless otherwise pointed out.

To view the full rules regarding the complimentary hotel accommodation and travel one must make reference to those for the speakers (see above), except for the ERA-EDTA Council Members (see also above).

If a person attending the Congress has more than one role, he/she will receive the benefits for the role which has the most benefits or a combination of the best benefits.

| SUMMARY OF HOSPITALITY OFFERED TO CONGRESS GUESTS NOT DIRECTLY INVOLVED IN THE CONGRESS | | | |
|--|------|-------|--------|
| | REG. | HOTEL | TRAVEL |
| Honorary Members | Y | Y | Y |
| Former ex-officio Members of the Council | Y | Y | |
| Award Winners | Y | Y | Y |
| Members of the Working Groups/Committees Except YNP – see below (if a Working Group/Committee meeting is held during the Congress) | Y | Y* | Y |
| ERBP fellows (if an ERBP meeting is held during the Congress) | Y | | |
| Members of the YNP Board (if a YNP meeting is held during the Congress) | Y | Y§ | Y |
| Editors-in-Chief of CKJ and NDT-Educational@ENP | Y | Y | Y |
| YNP Advisory Program Advisors | Y | | |
| ERA-EDTA Representative in Italy | Y | Y | Y |
| UK Representative in ERA-Eurocongress Ltd. | Y | Y | Y |

| | | | |
|-------|----------------|---|---|
| Staff | Y [^] | Y | Y |
|-------|----------------|---|---|

*-The accommodation is normally for one night only (linked to the timing of the ERA-EDTA Committee/Working Group Board meeting scheduled to take place during the Congress). If no meeting is scheduled by the ERA-EDTA Committee/Working Group Board, no Congress benefits are given to its Board members.

§-YNP Board members receive three night's accommodation in one of the speaker's hotels.

[^]Only when specifically requested.

| SUMMARY OF HOSPITALITY OFFERED TO CONGRESS GUESTS DIRECTLY INVOLVED IN THE CONGRESS | | | |
|---|----------------|----------------|--------|
| | REG. | HOTEL | TRAVEL |
| Council Members | Y | Y | Y |
| Plenary lecture speakers | Y | Y | Y§ |
| Speakers | Y | Y* | Y |
| Chairs | Y** | | |
| SoMe Team | Y | | |
| Chair of the PSC | Y | Y ^o | Y |
| Chair of the CEPD | Y | Y ^o | Y |
| CEPD Chairs and Vice-Chairs | Y | | |
| Chair of the SC | Y | Y ^o | Y |
| Members of the SC (of the ongoing Congress) | Y | | |
| Staff | Y [^] | Y | Y |

§ Air ticket in business class.

*Accommodation is for two nights for speakers who have only one presentation.

**Only if coming from developing countries (GDP less than USD 10,000 a year - World Bank database) or if from a Society with which ERA-EDTA has an agreement in place.
°-The accommodation is normally for four nights.
^Only when specifically requested.

IMPORTANT. No honorarium is given to any of the speakers or chairs who participate in the ERA-EDTA Congresses/Meetings.

XI. Congress Grants.

The ERA-EDTA Council will decide on the budget for these grants. All the details can be found at this link ([http://www.era-edta.org/Congress Grant Travel Costs Chart.pdf](http://www.era-edta.org/Congress_Grant_Travel_Costs_Chart.pdf)).

The grants are personal and cannot be given to a third person or institution, no exceptions to this rule are possible.

XII. Satellite events.

ERA-EDTA does not normally authorise companies to organise satellite scientific events before, during or after the annual congress, as they may detract participants from the congress and financial support from companies.

Satellite meetings to be held before or after the annual congress can be accepted, if they are organised by scientific societies, universities or other institutions, with the following provisions:

1. The meeting must be focused on very specific topics and their scientific contents must not duplicate the main topics of the annual congress;
2. Satellite meetings can be approved only if they take place in the same country where the annual congress is held;
3. The date and time must not interfere with the program of the congress, including the CMEs. **If a satellite meeting is scheduled at the same time as the pre- or post-Congress Council meetings, participants and/or invitees must give preference to, and thus attend, the Council meeting;**
4. Each proposal for a satellite meeting must be evaluated by the Scientific Committee;
5. Satellite events organised by Working Groups of ERA-EDTA or endorsed by ERA-EDTA will be permitted only if the Scientific Committee and the Council agree that the proposed topics are not suitable for the annual congress;
6. ERA-EDTA will not provide financial support to satellite events. In case of satellites organised by WGs, the financial support from ERA-EDTA will be accounted for separately from the expenditures for the annual congress;
7. Societies or institutions that propose a satellite meeting will be requested to fill in a form, to describe the date, duration and location of the event, the main topics and

a list of proposed speakers. If there are sponsored by companies, the names of the companies should be disclosed to ERA-EDTA.

Approved satellite meetings can be advertised as "Satellite Meeting of the Nth ERA-EDTA Congress". They will be listed in a specific page of the congress programme and in the congress website. Links to the respective web-pages will be posted as well.

Information about approved satellite meetings will be advertised by ERA-EDTA.

The organisers of satellite meetings may take advantage of those booths or counters arranged by ERA-EDTA at other congresses to promote the annual congress, and provide hand-outs to be distributed there.

Satellite meetings are considered exceptional events, so ERA-EDTA will not solicit proposals.

XIII. Industry Symposia.

Instead of permissions for satellite meetings before or after the Congress, companies are offered the possibility to organize a number of sessions during the Congress.

Industry Symposia held during the Congress or any Meeting organised by ERA-EDTA, must be held in time slots that avoid interference with the scientific programmes (for example during the lunch, breakfast and/or dinner slots).

The evaluation of the proposed symposia, their acceptance or refusal and the time schedule are decided by a restricted evaluation committee taken from the Scientific Committee members (ERA-EDTA President, the local Congress President, the Chair of the Scientific Committee, the ERA-EDTA Secretary-Treasurer and the ERA-EDTA Chair of the Administrative Offices).

The entire reviewing process related to the Industry Symposia must be considered as "Strictly Confidential", thus all the people involved in the procedure must keep in mind that all the documents they review, with regard to names of the speakers, titles of the presentations, names of the companies, etc. are all extremely confidential and cannot be disclosed to any third party until the entire procedure is completely finished and all the parties involved are regularly informed of the acceptance of their symposia. Details of symposia that instead are not accepted should remain confidential indefinitely.

Once the programme for the Industry Symposia is finalised, it should be presented and approved by the Council (even by e-mail).

In the preliminary programme of its Symposium, the company should indicate the names of the proposed speakers. The speakers should, at least have had preliminary information

about the invitation by the company organising the Symposium, and should not have declined.

A detailed programme of the Industry Symposia can be found in the Congress Programme.

Participation of Council members in Industry Symposia is regulated by this resolution made by the Council (see appendix 14 of the Council Regulations).

IMPORTANT. Congress speakers who are invited by industry to make a presentation in an Industry Symposia and are fully sponsored by the company will not receive any travel or accommodation reimbursement from ERA-EDTA. ERA-EDTA will however grant them a complimentary Congress Membership. As an exception, and only upon specific request, an industry symposia speaker can take advantage of the Congress hotel accommodation and travel, but this will only be possible if the industry organising the symposia accepts to cover all the related costs, thus not providing any further extra travel or hotel accommodation to the speaker.

XIV. ERA-EDTA Committee/Working Group Meetings.

Normally each ERA-EDTA Committee/Working Group that organises a Board meeting during the annual ERA-EDTA Congress and/or at a Meeting organised by ERA-EDTA, will receive a meeting room. The meeting rooms will be allocated on a first come, first serve basis: ERA-EDTA cannot therefore guarantee the exact date/time slot requested by the ERA-EDTA Committee. The meeting room will include all the necessary AV equipment (if and when requested) as well as catering (if and when necessary but normally only meetings organised during the breakfast and lunch slots receive catering). All the expenses related to the organisation of these meetings will be taken from the ERA-EDTA Congress/Meeting budget. Travel costs for Board members will be covered following the general rules outlined in the "[General Rules for ERA-EDTA Committees](#)".

IMPORTANT. Any other meetings organised by ERA-EDTA Committees/Working Groups will be charged a fee that must be taken from the budget of that specific Committee/Working Group.

XV. Opening and Welcome Ceremonies, ERA-EDTA General Assembly and Council Meetings at the Annual Congress.

1. Opening Ceremony.

The annual Congress is opened, officially, at the beginning of the pre-Congress Day, thus the day in which the Educational Courses are traditionally held. The official opening is

performed by the ERA-EDTA President and the local Congress President and normally lasts no more than 30 minutes.

Welcome Ceremony.

The Welcome Ceremony traditionally consists of:

- a. Short welcome speeches (usually just one by the local Congress President and one by the ERA-EDTA President);
- b. The distribution of the ERA-EDTA Awards;
- c. One lecture, not necessarily related to nephrology (it is preferable that the speaker be local, thus representing the host country. In this case only basic travel expenses will be reimbursed - taxi, parking, train, etc.).

IMPORTANT. In order to be totally compliant with the European Federation of Pharmaceutical Industries and Associations (EFPIA) Code of Conduct and MedTech Europe Compliance , and thus allow pharmaceutical and medical industry to participate in and support the annual Congress, the ERA-EDTA cannot provide any kind of entertainment (music, etc.) during any of its sessions. This is also true with regard to being compliant with the European Union of Medical Specialists (UEMS) accreditation.

1. General Assembly.

The annual General Assembly will normally be held at the occasion of the Annual Congress one day before it ends, possibly in the morning.

The slot should be one hour and 15 minutes in an adequate size meeting room with no scientific session immediately preceding or following.

There should be enough time for questions and discussion therefore the presentation done by the 5 main ex-officio officers related to the annual activities of the Society cannot exceed one hour, thus allowing at least 15 minutes for questions/discussion.

Council Meetings.

The ERA-EDTA Council will normally meet twice during the annual ERA-EDTA Congresses. A first meeting will be held before the Congress (Pre-Congress Council Meeting) a second one after the Congress (Post Congress Council Meeting).

XVI. Diplomas and Certificates delivered during the Congress. (http://www.era-edta.org/Diplomas_Certificates.pdf)

XVII. Roles and Duties of the staff of the ERA-EDTA Group in the organisation of the ERA-EDTA Annual Congress and Meetings.

IMPORTANT. The ERA-EDTA Officer responsible for following the activity of the Congress is the Renal Science Chair/Chair of the Administrative Offices, he/she is therefore consulted by the appointed ERA-EDTA Group staff members if and when necessary.

The ERA-EDTA Group has trained staff to organise the annual ERA-EDTA Congress and assist the various volunteers in their duties related to the Congress.

These rules are also valid for all the meetings organised by ERA-EDTA.

Below is a list of these duties, please consider this list as not being exhaustive.

1. Prepare the technical evaluation of the various venues where future Congresses can be held so that the ERA-EDTA Council can make the final approval;
2. Advertising the Congress/Meeting with all the tools available, for example, internally (official journals, Social Media, Newsletters, website, etc.) and externally (websites and journals of other Societies, being present at other society meetings, etc.);
3. Evaluating and proposing, for the final approval of the Renal Science Chair/Chair of the Administrative Offices, all the external suppliers/providers including the Housing Agent (see more details below);
4. Preparing and finalising of the scientific programme (including following all the abstract submission-selection-approval procedures) as well as assisting the local Congress President, the Chair of the Scientific Committee and the Chair of the Paper Selection Committee in the fulfilment of their duties;
5. Preparing of the Congress announcements and final programme;
6. All the Press activity (ie Congress Newspaper, Press Conference, etc.);
7. Supporting the suppliers/providers with regard to the digital offers available during the Congress (i.e. APP) and after (i.e. E-Materials);
8. In collaboration with the appropriate appointed Officer and/or Committee, responsible for all the sponsorships, the industry relations (including the industry exhibition), the Industry Symposia, satellite events, etc.;

9. Responsible for the processing of all the Congress Memberships;
10. Responsible for the invited speakers and all the other invited guests (i.e. hotel accommodation, travel arrangements, etc.);
11. Responsible for all the Congress Grants;
12. In charge of all the statistical analysis of the Congress data.

XVIII. Role of the housing agent (HA).

At least three years before the Congress takes place the ERA-EDTA Group senior staff member appoints, following the approval of the Renal Science Chair/Chair of the Administrative Offices, the HA after having carefully scored the received proposal based on a "Request for Proposals" (http://www.era-edta.org/Request_of_proposals_Housing_Agent_template.doc) sent to a minimum of 3 and a maximum of 5 well renowned companies providing these services at the chosen venue.

The appointed HA will be responsible for all the items listed in the "Request for Proposal".

Last approval by the ERA-EDTA Council done by email vote (recorded in the minutes of the Council meeting held in Budapest (Hungary), June 11-12, 2019).