

EHRA Joint Session Procedure

A. What is an EHRA joint session?

An EHRA joint session is a session programmed jointly between the EHRA and one EP National Cardiac Society (NCS)/ Working Group (WG)/Association identified as the local organising body.

A joint session takes place during the annual national congress or meeting of the EP WG, association or the NCS if the WG does not have its own annual meeting.

Both entities collaborate on the scientific content and the appointment of speakers.

B. Requirements

The request needs to fulfil the following requirements.

1/ Faculty

50% of the speakers should represent the EHRA and the other 50% represent the local organising body – EP WG/NCS/association.

The session should be chaired equally by the EHRA and the local organising body.

All faculty members must have an active EHRA Membership. In addition, the faculty members representing EHRA should show activity within EHRA/linked to EHRA activities.

2/ Scientific Programme

The scientific programme and speakers are suggested by the EP NCS/WG/association and need to be approved by the EHRA National Cardiac Societies Committee Chair or Co-Chair.* The EP NCS/WG/association may propose EHRA representatives. **However, the EP NCS/WG/association must not contact EHRA representatives and/or send out invitations before official approval by EHRA is communicated by email by EHRA staff.** After approval, the EP NCS/WG/association may send the official invitation to the EHRA faculty (i.e. the final faculty approved by the EHRA NCS committee).



C. EHRA Faculty expenses

EP NCS/WG/association is strongly encouraged to cover the costs of travel and accommodation of the EHRA Faculty.

When not covered by the local organising body, speakers' travel and accommodation can only be arranged and covered according by EHRA to the EHRA/ESC travel policy and allocated budget**. This is possible for a limited number of EHRA sessions / year.

D. Submission process

Joint session proposals are approved by the EHRA National Cardiac Societies (NCS) Committee.

For the request to be considered for approval, it needs to follow the following application process:

1/ Submission

The request should be submitted formally by the local organiser (from one of the 57 ESC member countries) and addressed to the EHRA NCS Committee Chair in office through the dedicated application form during the call for applications. **The open application periods are usually running in:**

- **April year N for events taking place in fourth quarter of year N and first quarter of year N+1**
- **Between September-October year N for events taking place in second and third quarters of year N+1.**

2/ Selection process

Submitted sessions will be considered for selection only if fully completed and submitted via the dedicated application form and within the application period stated above. Any applications received by any other means or outside of the application period will not be considered.



EHRA

European Heart
Rhythm Association

Selection and approval will be based on the scientific programme, proposed speakers and available budget. Priority will be given to EP NCS/WG/associations fulfilling one or more of the following conditions:

- EP NCS/WG/associations having an active EHRA bulk membership.
- EP NCS/WG/associations who have submitted their data to the ESC/EHRA ATLAS project
- EP NCS/WG/associations who are additionally (not exclusively) willing to host and sponsor an EHRA Young EP session.

An EHRA Young EP joint session is a session programmed jointly between the EHRA Young EP committee and the young representatives of the EP NCS/WG/Association identified as the local organising body. Similarly to the traditional joint session, 50% of the speakers should represent the EHRA (proposed by the submitting country, but approved by the EHRA Young EP committee) and the other 50% represent the local organising body – EP NCS/WG/association. The session should be equally chaired by the EHRA and the local organising body. All faculty members must hold an active EHRA Membership and be members of the EHRA Young EP Network. In addition, the Young EP faculty members representing EHRA must be either current EHRA Young EP national ambassadors or EHRA committee members, (preferably Young EP Committee) or current regular faculty in EHRA courses or other main events of EHRA. The EP NCS/WG/association is encouraged to cover the costs of travel and accommodation of the EHRA faculty. The rules on EHRA joint sessions detailed in the previous sections of this document also apply to the application process for the EHRA Young EP joint sessions.

The budget constraint rule is not applicable for joint session proposals where the costs of EHRA Faculty are covered solely by the local organiser.

There is no upper limit for the number of accepted joint sessions per application period, provided that the joint sessions are approved by the EHRA NCS Committee. However, for joint sessions requesting EHRA financial support, please note that the number of accepted sessions depends on ESC/EHRA Travel policy and available/ESC/Annual budget.

To ensure fairness and rotation between countries, for joint sessions requesting financial support, priority will be given to countries that have not yet benefited from EHRA support and/or that have not benefited from an EHRA joint session in the last 3 years. In addition, priority will be given to countries who have an EHRA bulk membership and countries having participated in the ESC EHRA ATLAS project.



ESC

European Society
of Cardiology



3/ Decision

All complete applications are subject to selection and approval by the EHRA NCS committee members who have been appointed for this task and form the '**EHRA NCS Committee's Joint Session Selection Taskforce**'.

A reply and decision will be provided to all requests submitted between 4 to 6 weeks after the application deadline.

Once approval is provided by the taskforce, the EHRA will:

- send an official confirmation to the local organiser
- provide the EHRA logo and any other useful additional promotional material
- promote the event on the ESC website in the ESC World Cardio Agenda and EHRA bulletins or newsletters when this is feasible

4/ The joint session local organiser will:

- Send invitations to EHRA faculty **within four weeks from the date of EHRA's approval of the session**, to ensure that faculty members have adequate time to make necessary arrangements or, if they are unable to participate, allows sufficient time to secure replacements.
- Ensure that joint sessions are clearly marked in the meeting programme and announced at the session's introduction to highlight their collaborative nature
- Allow time, preferably during the meeting of the national EP/WG meeting, or at the beginning of the joint session or any other comparable time during the meeting, for the EHRA faculty to present some information on EHRA and the benefits of EHRA membership (10 min presentation + 5min discussion)
- Disseminate information electronically on the benefits of EHRA membership among participants of the meeting where the joint session takes place.
- Also, in case of an EP NCS/WG/association leadership and/or members' meeting taking place at the congress, the joint session local organiser will be encouraged to arrange a meeting between EHRA faculty and representatives of the EP NCS/WG leadership.
- EP NCS/WG associations are encouraged to include EHRA representatives in the rest of their scientific program as Abstract Chairs etc., depending on the availability of EHRA representatives.

**Please note that EHRA can request to check any electronic or print information announcing the event, including preliminary or final programmes.*

*** Usually, EHRA speakers appointed for the joint session should already be attending the national meeting. However, if needed, EHRA may cover the travel costs (flight, accommodation and catering) according to ESC/EHRA's available budget.*