



## SATELLITE SYMPOSIA GUIDELINES

Please make sure that you consult this document before completing the satellite symposium programme form.

### OFFICIAL EAHAD VIRTUAL CONGRESS SATELLITE SYMPOSIA

All Satellite Symposia must be organised through the EAHAD Virtual Congress booking process and platform at official time slots offered by EAHAD.

### COMPLIMENTARY REGISTRATIONS

#FREE-REG	60min
Pre-recorded OR live package	10

### PROGRAMME AND SPEAKERS

To have their satellite symposium programme approved by the EAHAD Scientific Committee, companies holding an official satellite symposium programme during EAHAD Virtual Congress are requested to provide the organizers with the following information regarding their symposia:

- o Preferred recording option
- o Title of the satellite symposium
- o Speakers names and complete details
- o Title of each presentation given during the symposium

This information must be provided to [eahad@mci-group.com](mailto:eahad@mci-group.com) by **11 November** for the Draft programme and by the **10 December** for the final PDF invitation

Please note that it is the **sponsor's responsibility** to register the speakers to the congress. You will be contacted by [eahadregshot@mci-group.com](mailto:eahadregshot@mci-group.com) regarding the registration of your staff, but feel free to reach out to them for any questions you may have.

PRE-RECORDED	<p><u>Option 1</u>: handle the recording yourself or through a third-party agency and send us the final video file to be uploaded on the EAHAD platform. Deadline to receive the link is on the 26 January.</p> <p>Please find below the best format (codec) for the videos.</p> <p>The best video format (codec) is Apple ProRes 4:2:2 Standard (not HQ or LT). The second choice is h.264. Both in a .mov wrapper (.mp4 is not recommended)</p> <p>If you are looking for a third-party agency you can contact Dorier Group. They are our inhouse AV solutions company, with whom we will be working for all the rest of the virtual congress, and they are available to assist you. You can contact us at <a href="mailto:eahad@mci-group.com">eahad@mci-group.com</a> and to organise a call with them.</p> <p><u>Option 2</u>: use the EAHAD platform to have your speakers record their presentations (see further details on this option further below). Included in the cost of your symposium.</p>
LIVE	<p><u>Option 1</u>: fully live symposium (no pre-recorded elements). You will use the EAHAD platform to live stream your symposium (further information on this option below)</p> <p><u>Option 2</u>: pre-recorded presentations with live Q&amp;A and/or polling - handle the recording yourself or through a third-party agency and send us the final video file to be uploaded on the EAHAD platform</p> <p>Please find below the best format (codec) for the videos.</p> <p>The best video format (codec) is Apple ProRes 4:2:2 Standard (not HQ or LT). The second choice is h.264. Both in a .mov wrapper (.mp4 is not recommended)</p> <p>If you are looking for a third-party agency you can contact Dorier Group. They are our inhouse AV solutions company, with whom we will be working for all the rest of the virtual congress, and they are available to assist you. You can contact us at <a href="mailto:eahad@mci-group.com">eahad@mci-group.com</a> and to organise a call with them.</p> <p><u>Option 3</u>: pre-recorded presentations with live Q&amp;A and/or polling - use the EAHAD platform to have your speakers record their presentations (see further details on this option further below). Included in the cost of your symposium.</p>

## YOU WISH TO USE THE EAHAD PLATFORM

We encourage you to use the EAHAD platform for your recordings, as this comes at no additional cost and will ensure proper uniformity across the presentations of your session.

### TO PRE-RECORD YOUR PRESENTATIONS

Whether you have a live or a pre-recorded symposium, you may choose to use the EAHAD platform to handle the recording of your speakers' presentations.

In this scenario, you will need to communicate the detailed programme of your symposium to [eahad@mci-group.com](mailto:eahad@mci-group.com). Your programme will then be uploaded to the platform and we will send you the login details for each speaker for the platform, as well as the detailed guidelines on "how to record your presentation", so that you may provide your speakers with all the relevant information.

### TO LIVE STREAM YOUR SESSION

If you intend to hold your session "fully live", with no pre-recording, you will need to communicate the detailed programme of your symposium to [eahad@mci-group.com](mailto:eahad@mci-group.com).

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