

SYMPOSIUM PAGE OPTIONS

Companies have the possibility to add some information on their symposium session page on the platform. Please find below guidelines for the different options.

There is no obligation to use all the options.

DISCLAIMER

As mentioned during the Town Hall meeting, you can add a disclaimer when attendees entered your session. Attendees will have to approve your disclaimer to be able to view your symposium (obligation to tick a box)

- ✓ This disclaimer only allows for text. No links nor images will be displayed.
- ✓ There is no character limit

SESSION DESCRIPTION

You have the possibility to add a short description of your symposium on the platform in addition to your programme

- ✓ We strongly recommend having a short description between 500 and 800 characters maximum (including spaces)

SPEAKERS INFORMATION

We will automatically show the following information on the platform: company logo, speaker's name, presentation title. We will use the information you have provided in your programme. However, you can add the following:

- ✓ Speaker institution (one affiliation per speaker)
- ✓ Speaker short biography (maximum number of characters including spaces of 600).
- ✓ Speaker abstract (maximum number of characters including spaces of 800)
- ✓ Speaker picture (headshot only)

SESSION EVALUATION FORM

You can add a session evaluation for the attendees to complete as they exit the session.

Please provide us with the following information:

- ✓ **Short Description** - a brief phrase to describe the questions.
- ✓ **Questions** - the actual questions to include in the survey.
- ✓ **Type of answer** - select the type of response from the list below

- | | |
|---|--|
| <ul style="list-style-type: none">• Radio Buttons True/False• Radio Buttons Yes/No• Radio Buttons 4 options (Agree Disagree 4 options)• Radio Buttons 5 options (Agree Disagree 5 options)• Radio Buttons Rating 1-5• Radio Buttons With Valid Responses Specified• Radio Buttons With Valid Responses Specified and "Other" Option• Dropdown Box True/False• Dropdown Box Yes/No | <ul style="list-style-type: none">• Dropdown Box (Agree Disagree 4 options)• Dropdown Box (Agree Disagree 5 options)• Dropdown Box Rating 1-5• Dropdown Box With Valid Responses Specified• Dropdown Box• Text Single Line• Text Multiple Line• Checkbox Valid Response• Checkbox Valid Response with "Other" Option |
|---|--|

POLLING

If you wish to use the polling integrated into the platform, please provide us with your questions and answers. There is no limit on characters or number of answers, however, we strongly recommend keeping it as short as possible to facilitate the attendees' reading and understanding.

For your information, there are 2 options for the answers:

- single choice
- multiple choice

Please make sure to indicate which you would like to apply to each question.

DEADLINE & LOGISTICS

All material is to be sent to eahad@mci-group.com at your earliest convenience but **no later than Thursday 14 January.**