



**Primer for the Organisers of an ESUR Symposium (status: July 2017)**

- i) The official title for the local organiser of the symposium is **Symposium Chairperson**. At the same time, this is the chairperson of the (scientific) program committee.
- ii) **Seed money** (maximum of Euros 10,000) will be offered to the local organising committee of each symposium on request not earlier than 2 years in advance. The seed money is to be refunded to the society once the account of the symposium is closed.
- iii) The organizer agrees to plan and coordinate all steps concerning their symposium, such as, but not confined to, choice of venue, call for abstracts, call for support with the scientific program, etc. with the board before taking concrete measures.
- iv) The costs of the **site inspection** by two members of the ESUR board will be covered by the ESUR society.
- v) Costs of the **board meeting** during the symposium will be covered by the ESUR society.
- vi) A **meeting room** will be required at the symposium for up to fifteen people, with tables, chairs, wifi and possibly a beamer. The room will be used for the ESUR board meeting, the working groups, future symposia organizers and their scientific committees as well as the level III exam, the costs will be paid by the ESUR society.
- vii) Any extra costs for the **General Assembly** of the society incurred during the symposium (e.g. for certificates, bouquets, etc.) will be covered by the ESUR society. The General Assembly is usually held every two years, in even-numbered years.
- viii) The costs of the **ECR booth** and the announcement on the **website** [www.esur.org](http://www.esur.org), which will be used to advertise ESUR symposia, will be covered by the society.
- ix) Board members, past presidents and honorary members of the society will be **exempted** from the **registration fee** of the symposium, but not e.g. emeritus members.
- x) 2 years prior to the symposium, the Local Organising Committee will produce a **projected account** to be considered by the ESUR board.
  - Raising **sponsorship** from commercial companies for the symposium is the responsibility of the Local Organising Committee. Experience has shown that this should be taken care of well in advance, as most large companies need to have their own budgets approved up to 2 years in advance.
  - Symposium **expenses** including costs of adverts, secretarial assistance, congress website (with registration and accommodation, etc.), etc. will be covered by the Local Organising Committee.
  - Upon request, the ESUR society will apply for **CME** accreditation with the **UEMS** and pay the fee. Application must be done 12 weeks prior to the date of the symposium.
  - Registration, collection of fees from participants, symposium stationery and any other administrative arrangements are the responsibility of the Local Organising Committee.
- xi) The ESUR head office will provide the Local Organizing Committee with **design** suggestions for posters, flyers, etc. according to the



- ESUR symposium "corporate identity". The ESUR society will also cover **printing costs**.
- xii) The **adverts** of the symposium will be sorted out and widely disseminated by the Local Organising Committee.
  - xiii) Suggested composition of the **scientific committee** (besides the stipulations in §11 of the bylaws): president, secretary/treasurer, past president, president-elect, current, past and future symposium chairpersons as well as additional local radiologists, chosen by the symposium chairperson.
  - xiv) The **net profit** of the symposium will be divided 80% for ESUR and 20% for Local Organising Committee.
  - xv) Any **financial loss** will be shared. 80% will be covered by the society and 20% by the Local Organising Committee.
  - xvi) At ESUR symposia, the **SAR** president or representative will be invited to the board meeting as well as to the board dinner. All SAR board members attending the symposium will be invited to the members and course dinners, according to the agreement. The spouses and accompanying persons must pay, though.
  - xvii) The ESUR society pays for board's and executive director's **hotel** costs and travel expenses (e.g. transfers) as well as those of the SAR, ASAR and ESGAR speakers and moderators. The local organizer waives the **registration** fees and pays for the **socials** (usually members and course dinners) of the above-mentioned parties. Accompanying persons are not included.
  - xviii) For the **board dinner**, the following persons are invited: the board including the executive director, all invited board meeting guests (e.g. future congress chairpersons or committee chairs), SAR board members attending the symposium, SAR honorary lecturer. The board dinner must first be approved by the board, spouses and accompanying persons must pay. The ESUR society pays for the board dinner.
  - xix) If the SAR representatives have already booked and paid for members' and course dinners, the ESUR will refund them. In addition, the ESUR head office will always include a current **list of members** of the SAR board and their functions for the local organisers.
  - xx) The ESUR head office will provide the Local Organising Committee with the "**strategic alliance**" agreements with the SAR and the ASAR. SAR members in good standing pay the same reduced registration fees as ESUR members in good standing. A list of SAR members can be requested from the ESUR head office.
  - xxi) Since the ESUR symposia are traditionally in September/October, the Local Organising Committee should check for date clashes with the **Jewish holidays** Yom Kippur and Rosh Hashanah.
  - xxii) Invited speakers who are **not radiologists** are exempt from paying registration fees. All other speakers, with the exception of the SAR honorary lecturer, ASAR honorary lecturer and the ESGAR session lecturers (see below), pay the regular fees applicable to their status.
  - xxiii) **Award winners**: at each ESUR symposium, 3 awards can be won; best presentation of **Members' Day**, best **Oral** scientific paper and best **Poster** presentation. The two honourable mentions in each category (members day, scientific paper and poster presentation) are also **exempt** from paying **registration fees which makes a total of 9 winners of free registration in each symposium** for one of



- the next 2 (two) ESUR symposia, but cannot be carried over to later symposia. In addition, the three **first place winners** are also **invited to attend the course dinner** for free (without spouse or accompanying person). The winners will be contacted by the organizers and presented with a certificate.
- xxiv) The members and course dinners should amount to an approximate total of €150.
  - xxv) The program should be compact and streamlined (ceremonies as short as possible, interesting topics towards the beginning, no gaps, etc.).
  - xxvi) **Members' day** (or half-day) should always be included in every symposium.
  - xxvii) The **SAR honorary lecture** must be in the program. The lecturer gets up to 5 nights in a hotel paid for by the ESUR society while the local organizer pays for the social events and waives the registration fee.
  - xxviii) The **ASAR honorary lecture** must be in the program. The lecturer gets up to 4 nights in a hotel paid for by the ESUR society while the local organizer pays for the social events and waives the registration fee.
  - xxix) Joint session with **ESGAR**: for each symposium, a joint session with 3 ESGAR members (1 moderator, 2 speakers) will be organized. Per agreement, their registration fees are waived and they are invited to the course dinner (paid by the local organizer) and they have two nights hotel accommodation in a 4\*\*\*\* hotel (paid for by the ESUR society). Other travel expenses (plane ticket, transfers, etc.) are not covered.
  - xxx) Room should also be made in the program for a session for **Young radiologists**. Please contact the board for more details.