2023 EFORT INDUSTRY COLLABORATIVE WEBINARS (ICW)

Dear Industry Partner,

Thank you very much for your interest in organizing an Industry Collaborative Webinar (ICW) through EFORT. Given the high demand and the limited number of available slots in 2023 (6 slots in total), we have adapted our selection process to offer the best possible learning experience to our EFORT community. Furthermore, each company is limited to one slot for 2023.

Outline of the ICW programme selection process

- Interested Industry partners are requested to submit the topic (or the title if available) of the webinar as well as an outline of the programme and learning objectives.
- The online application process is open and will close on 15 December 2022. You will be asked to:
  - o Provide your preferred 3 choices of possible dates from those listed below
  - o Indicate a webinar topic (or title if available)
  - o Provide a short outline of the webinar programme and its learning objectives
- All submissions will be reviewed by the EFORT Educational Committee.
- The decision of the committee will be communicated to all industry partners by mid-February 2023 at the latest; only then you can consider your webinar confirmed and after which you will receive an invoice.
- Detailed webinar programmes including confirmed speakers' names are due at least 6 weeks prior to the ICW.

Key information

Webinar time slot:	12:30-13:30
Duration:	60 minutes
Proposed dates:	18 April, 13 June, 12 September, 10 October, 14 November, 12 December
Format:	Live online webinar with at least 1 chair and 1 EFORT co-chair and min. 2 speakers
Cost:	8'500 CHF (before VAT if applicable)

Application

Please follow the link below and complete the requested information about your company, the webinar topic, the webinar programme and its learning objectives:

https://www.surveymonkey.com/r/ICW2023

The deadline to submit your application is 15 February 2023.

EFORT responsibilities:
- EFORT is responsible for full technical and logistical aspects of the webinar as well as promotion through all EFORT communication channels
- Creation of artwork for all webinar supports (website banners etc.)
- Full recognition and acknowledgement of your webinar on the EFORT website and e-science platform
- Promotion of the webinar through all EFORT channels (EFORTnet, newsletter, Social media ⭕🟦🐦 🔵 -> check #EFORTcollaboration)
- Provide global registration statistics after the webinar

Industry partner responsibilities:
- Provide one point of contact for all logistical aspects regarding the speaker's management (slide upload, consent forms, contact details, photo, test run, etc.)
- Provide the detailed programme including confirmed names of chair(s) and speakers and learning objectives <u>at least 6 weeks before the webinar</u> (see point "Your webinar programme" further down)
- Provide 1 .jpg image relating to topic as well as the company logo in order for EFORT to create a banner for all necessary supports (website, e-mail blasts, e-science etc.) <u>at least 6 weeks prior to the webinar</u>
- Approval of final artwork for all webinar supports
- Promote the webinar throughout your network

Your webinar programme:
- Programme structure: Please see attached template programme as a reference.
- It is required to have at least a chairperson who will oversee the live webinar and 2 speakers.
- Once your programme is final, an EFORT co-chair will be allocated to your webinar to highlight our collaboration and to ensure the high quality of the scientific programme. This is part of the collaborative scheme and there is no additional cost for this.

Speaker's and moderator instructions:
EFORT will send details speaker's instructions about 3 weeks prior to the webinar. These will include information about:
- Documentation needed from the speakers (Photo, phone number, consent form etc.)
- Presentation format and upload
- Tutorial of our webinar platform, test run, technical assistance etc

Test run and Live Webinar timings:
- A test/speakers' briefing will take place prior to the live webinar. This usually lasts 60 minutes and will take place just before the live webinar starts.
- Industry Webinars always start live at 12:30 CET. All faculty need to be online one hour before (11:30 CET) the webinar starts live for a further test with our technical host.

Post webinar
- After the webinar has taken place, the recording (Replay) will be available online on our EFORT eScience platform for a maximum duration of 3 months and an e-mailing will be sent to registered participants approximately 1 week after the webinar to inform that the replay is now available.
- After these 3 months, the video file of the webinar will be made available to your company for your own use, and it will no longer be featured on the EFORT eScience platform.
- Global registration statistics will be provided a few weeks after the webinar; these include registration numbers broken down by country and region. Due to GDPR regulations, EFORT will not provide any participant contact details. If you wish to collect this kind data for your webinar, please let us know so that we can find a solution for your webinar.

Sponsor recognition and branding
Your webinar will be featured as an EFORT Industry Collaborative Webinar by "Company name" with the mention "*This Webinar is organised with the support of COMPANY in collaboration with EFORT and hosted by M-Events.*"
- Your logo can be shown during the live webinar.
- It is possible to provide a company description (incl. web link) which will be featured on our website.
- Any further branding opportunities (i.e. video loop prior/after the webinar) shall be handled upon request and may occur additional costs.