



## **ESPID Annual Meeting “No-Show” Policy**

### **Background**

ESPID has noted that an increasing proportion of accepted E-Poster abstracts were not presented at its Annual Meetings.

A smaller proportion of ‘No-Show’ abstracts are attributed to Oral presentations, nonetheless, those oral presenters who do not attend the Meeting with no prior warning of their absence, cause considerable disruption to the programme objective.

### **Objective**

ESPID wishes to avoid prevent gaps in the scientific programme due to presenters who have not arrived. Therefore, the following ‘No-Show’ policy is to be implemented to regulate the presentation process.

### **Pre-meeting steps**

To avoid ‘No-Show’ E-Posters or Oral presentations onsite, 3 notifications will be sent to the corresponding presenters.

1. The first contact will indicate that the abstract has been accepted as E-Poster or Oral presentation and will indicate the deadline to confirm and to register to the Meeting.
2. A 1st reminder will be sent to the corresponding author following the first notification if he/she has not yet registered.
3. A 2nd reminder will indicate that the E-Poster or Oral presentation will be removed from the programme and all associated printed/electronic materials if the presenting author’s registration is not completed by the given date.

Should the corresponding author be unable to attend the Meeting, a registered co-author may present the E-Poster or Oral presentation instead.

### **Notification to companies**

Kenes will advise companies about the ‘No-Show’ policy and companies will be asked to provide a registration list 4 months prior the Meeting.

### **On-Site**

#### **Oral Presentations**

There will be no option for onsite registration for Oral presentations. All Oral presentations in the scientific programme must be confirmed and registered in advance.

#### **E-Posters**

E-posters will not be displayed during the Meeting, if the author has not registered by the provided registration date.

#### **Post-Meeting**

The ESPID Meeting Secretariat will identify ‘No-Show’ abstracts and send notification emails after the Meeting to all corresponding authors of ‘No-show’ abstracts. The same applies to Oral contributors which were not presented at the Meeting.



The ESPID Meeting Secretariat will manage a list containing details of said participants as of the ESPID Meeting in 2020 and share this information regularly with the ESPID Board.

Should an author of a previous 'No-Show' E-Poster or Oral contribution submit an abstract to the following ESPID Meeting, a warning will be sent, acknowledging that he/she was a 'No-Show' at the previous Meeting. Should the situation repeat itself, the corresponding author will be excluded from abstract submission for the next ESPID Meeting and will also be excluded from any ESPID award in the following 2 years.

**Note:** Participants may have legitimate reason for their absence. In such instances, excuses will be arbitrated on a case-by-case basis and the ESPID Board shall instruct the ESPID Meeting Secretariat whether to approve or decline the request.