

2019 EHA – Scientific Working Groups Criteria and Procedures

Main objectives of the Scientific Working Groups (SWG):

- To initiate and create scientific networks that serve under the umbrella of EHA
- To promote high-quality science within the EHA community and identify new innovative areas for research
- To promote best patient care through the development of guidelines
- To advise the EHA Board and European Affairs committee on scientific policies and priorities in research

1. SWG Criteria:

- Each SWG is represented by a Chair with a term of 3 years
- The SWG Chair is an EHA member
- Executive committee with the same term as the chair
- The EHA and SWG Unit policy requires that every SWG chair discloses (the absence of) any relevant financial relationship every year before the EHA Annual Congress
- Membership of a SWG is open to anyone with a professional interest in the area of the working group. Members of EHA-SWGs are strongly recommended to apply for EHA membership.
- Each SWG provides an annual report on its activities that is published online on the EHA website
- The term of each SWG is 3 years. After this period, the Scientific Working Groups may re-apply for their status
- Each existing SWG must apply for renewal to the EHA Board every 3 years. EHA accepts a maximum of 2 renewals.
- In case the SWG wishes to prolong their status after the 2 renewals were exploited, based on the performance, SWG will be offered the position including the session slot at the EHA Annual Congress.
- Contact details on the SWGs are available on the EHA website

The existing 23 Scientific Working Groups are structured based on Research Road Map and currently EHA has the following groups:

DISEASE ORIENTED TOPICS

1. Acute myeloid leukemia. Chair G Ossenkopelle
2. Bleeding and thrombosis. Chair A Falanga
3. Chronic myeloid leukemia. Chair R Hehlmann
4. European Research Initiative on CLL. Chair P Ghia
5. European Working Group for Adult ALL. Chair N Gökbuget
6. European Working Group for Philadelphia-negative Myeloproliferative Neoplasms. Chair C Harrison
7. European Working Group for Stem Cells. Chair D Bonnet
8. Granulocyte and constitutional marrow failure disorder. Chair C Dufour
9. Lymphoma & European MCL Network. Chair MJ Kersten & Chair M Dreyling
10. Mesenchymal stromal cells. Chair W Fibbe
11. Multiple myeloma. Chair P Sonneveld
12. Myelodysplastic syndromes. Chair U Platzbecker

13. Red cell and iron. Chair A Iolascon
14. Thrombocytopenias and platelet function disorders. Chair C Balduini
15. Transfusion medicine. Chair S Stanworth

OVERARCHING TOPICS

1. Aging and hematology. Chair D Bron
2. Immune therapies for hematologic disorders. Chair H Einsele
3. Infections in hematology. Chair OA Cornely
4. Laboratory Hem-Oncology & Leukemia Diagnostics
(4.a ESLHO-EuroMRD and ESLHO-EuroFlow) & (4.b Diagnosis in hematological diseases: morphology and flow cytometry) Chair J van Dongen & Chair MC Béné
5. Pediatric hematology (vacant)
6. Precision Medicine. Chair M Cazzola
7. Quality of life and symptoms. Chair E Laane
8. Rare diseases (8.a Rare hereditary blood cancers) & (8.b vacant) Chair M Raaijmakers

More at <https://ehaweb.org/research-and-awards/scientific-working-groups/>

How to apply

- To register as a working group for 2020, an application must be submitted before **October 1, 2019**. In this application, the working group should indicate whether they want to apply to present a program at the 25th Congress of EHA in 2020. The completed application form, including the CV of the SWG chair, must be sent to:

European Hematology Association
Executive Office Attn. Gabriela Rojková
Koninginnegracht 12b
2514 AA The Hague
The Netherlands
Email: g.rojkova@ehaweb.org

2. **The acknowledgment of the European Hematology Association (EHA) and the use of the name and/or image (logo) of EHA in SWGs' publications**

The SWGs are encouraged to acknowledge the European Hematology Association (EHA) in all publications issued by the SWGs.

However, the use of the name and image (logo) of the EHA by Scientific Working Groups, as well as other partners, such as National Societies, Patient Organizations and Sponsors is only allowed when the content of the publication is reviewed and approved by EHA. This rule entails all forms of publication, including print and digital formats. Requests for review can be sent to: communications@ehaweb.org.

3. **Criteria for organizing EHA-SWG activities**

The Scientific Working Groups are free to prepare their program and activities; however, they must be aligned with the general aims of the EHA Scientific Working Groups.

The Scientific Program Committee (SPC) and SWG Unit are responsible for the quality control of the meetings and the presented abstracts of the Scientific Working Groups. Therefore, the SPC approves the programs and participation of each Scientific Working Group at the Annual Congress, while the SWG Unit approves programs for EHA-SWG Scientific Meetings.

a) SWG Sessions at the EHA Annual Congress

To support high-quality science, the Scientific Working Groups sessions were incorporated into the main Congress program and all SWGs are invited to submit a program for a scientific session at the EHA Annual Congress. The session programs are reviewed by the Scientific Program Committee (SPC).

If a Scientific Working Group decides to participate at the EHA Annual Congress, the chair of the group should submit a program and speakers' details to the SPC. Slots at the Annual Congress are assigned every year and are decided based on scientific merit and the contribution of the SWG program to the organization of the scientific program.

EHA offers the following to the Scientific Working Groups that participate at the Annual Congress:

- Meeting room and AV equipment
- VIP privileges for session chair and speakers (free registration, travel reimbursement & hotel accommodation)
- Complimentary registration and invitation to the President's dinner for the SWG chair

EHA requires:

- SWG Chair must be an EHA member
- Maximum 1 chair and 4 speakers
- The proposed speakers may not speak in a satellite symposium and Updates in Hematology
- Balance in the program is of high importance and this involves:
 - ✓ Nationality of speakers (1 non-European speaker is allowed per session)
 - ✓ Institutes of speakers
 - ✓ Balance of gender
- No overlap with the previous year SWG session program
- The group must be open to new participants
- An annual report on activities of the working group for the EHA website (please see the annex A) and regular update on activities.

The session slots are available and approved programs will be assigned slots based on creating a complementary program with parallel sessions (education sessions, basic workshops):

b) SWG Business/Preparatory Meetings at the EHA Annual Congress

The Scientific Working Group Chair may decide to organize a business meeting with the Working Groups members during the EHA Annual Congress to update the members of the Working Groups and to evaluate the program and productivity of the Working Groups. A business meeting is the responsibility of the SWG Chair and based on availability, a request for a meeting room can be sent by the SWG Chair to EHA at g.rojkova@ehaweb.org by **January 10, 2020**. The meeting room with the capacity of 10 delegates, is provided free of charge. The meeting slot is for 60 minutes and the catering is a subject to a **fee**.

c) EHA-SWG Scientific Meetings

Each SWGs can submit a program proposal and organize one EHA-SWG meeting in the period of 3 years. Pre-condition for selection is a balanced program covering different topics, which do not overlap with the EHA Tutorials or other relevant events. The program proposals will be reviewed by the SWG Unit and selected SWGs will receive a grant of max. 20 000 € to organize this meeting.

EHA offers:

- Contribution of maximum 20000€
- Meeting facilities and event organization
- Flight arrangement (economy class ticket) and ground transportation
- 2/3 nights hotel accommodation for a maximum of 18 speakers/chairs plus 2 non-European speakers
- Complimentary registration for the session chairs and speakers
- Faculty dinner and Welcome reception invitation

EHA requires:

- SWG Chair has to be an EHA member
- A meeting report for the EHA website
- The SWG chair is responsible for recruiting sponsors. EHA is obliged to contact its Corporate Sponsors to interest them for sponsoring of the event. The Sponsorship Policy is outlined in a Sponsor Prospectus that will be provided to the SWG chair, once the application for organizing the meeting is accepted.

Separate Application Criteria and Procedures are applicable for the submission and organization of the EHA-SWG Scientific Meetings.

4. Relations of EHA, EHA members and Scientific Working Groups

The meetings of the Scientific Working Groups must be open to anyone with a professional interest in the Scientific Working Group.

Only registered participants can attend the sessions of the Scientific Working Groups during the EHA Annual Congress and/or EHA-SWG Scientific Meetings.

5. Requests for EHA and/or EHA-SWG and/or Congress logos and pictures by (commercial) third parties, such as pharmaceutical companies (or advertising/communication agencies working on behalf of pc).

In reply send a contract to be signed by the client (e.g. sender of the final product).

Text for this contract:

I, [insert name], [insert function] represent [insert affiliation] declare that the disclaimer as provided by the European Hematology Association will be included in the communication in a reasonably-sized, neutral font.



Disclaimer: This communication was prepared without any (peer) review of the European Hematology Association (EHA) and does not necessarily reflect the Association's opinion. EHA is not responsible for the content and any possible damage resulting from the use of it.

Date: dd/mm/yy
[insert signature]

Name affiliation
Name contractor

Upon receipt of the signed contract pictures of the Congress will be sent. No logo of the Congress or EHA, since this is a watermark. This could only be provided in case the material was reviewed and approved by EHA.

To meet the request as much as possible, the pictures could contain clear images of the congress logo and EHA logo. EHA will ask for a sample of the communication in print or digital version.