CONGRESS APPLICATION & PLATFORM GUIDELINES

DISCLAIMER

You can add a disclaimer when attendees enter 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 EVALUATION FORM

Please provide us with the following information by filling the form available with the Technical Manual :
- ✓ 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

- 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

- 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

Please provide us with your questions and answers by filling the form available with the Technical Manual. 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.
Please note that the result cannot be displayed on screen during the session.

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.

CONGRESS APPLICATION PUSH NOTIFICATIONS

Please provide us with your content by filling the form available with the Technical Manual:

- ✓ Text only: **up to 400 characters including spaces**
- ✓ The push notifications within the platforms will appear for all delegates connected at the time of the notification or connecting within 10 minutes beyond that time.

DEADLINE & LOGISTICS

All material is to be sent to amel.benmabrouk@wearemci.com **at your earliest convenience but no later than Friday 07 March**