



## CONGRESS APPLICATION & PLATFORM GUIDELINES

### 1. 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

### 2. 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
  - **Single choice questions (radio buttons)**
  - **Multiple choice questions (checkboxes)**
  - **Rating scale (e.g., 1 to 5 stars or numerical scales)**
  - **Open-ended questions (free text)**
  - **Dropdown lists**
  - **Matrix or grid questions (for evaluating multiple items on the same scale)**
  - **Yes/No questions**

### 3. 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.

### 4. DEADLINE & LOGISTICS

All material is to be sent to [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) at your earliest convenience but **no later than Friday 13 March**