



## Guidelines for requests of events to be posted on the Online ESPNIC meetings calendar

### Requirements /criteria

- The events details (name of meeting, date and location) with link to events website should be submitted to the ESPNIC office for review via [the completed submission form](#)
- The events should be focused on a Paediatric Intensive Care or Relevant Neonatal Intensive Care related topic
- The detailed program should be communicated as soon as available
- The Local Organising Committee should be listed
- ESPNIC can request a reciprocal promotional link to be posted on the events website and/or organisation's website

### Documents check list to submit

- Full details of the meeting (name of meeting, website, dates, location)
- Detailed programme (link or document)
- Local Organizing Committee list
- Contact details

**All above details to be indicated in the submission form.**

### Process

- Event submitted to the ESPNIC office via email : [info@espnice-online.org](mailto:info@espnice-online.org)
- Event request communicated by office to ESPNIC secretary and sent, with initial recommendation, for review by ESPNIC EC
- ESPNIC office communicates decision to the contact person of the event
- If positive decision, ESPNIC office publishes event on ESPNIC calendar