



## 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

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Radio Buttons True/False</li><li>• Radio Buttons Yes/No</li><li>• Radio Buttons 4 options (Agree Disagree 4 options)</li><li>• Radio Buttons 5 options (Agree Disagree 5 options)</li><li>• Radio Buttons Rating 1-5</li><li>• Radio Buttons With Valid Responses Specified</li><li>• Radio Buttons With Valid Responses Specified and "Other" Option</li><li>• Dropdown Box True/False</li><li>• Dropdown Box Yes/No</li></ul> | <ul style="list-style-type: none"><li>• Dropdown Box (Agree Disagree 4 options)</li><li>• Dropdown Box (Agree Disagree 5 options)</li><li>• Dropdown Box Rating 1-5</li><li>• Dropdown Box With Valid Responses Specified</li><li>• Dropdown Box</li><li>• Text Single Line</li><li>• Text Multiple Line</li><li>• Checkbox Valid Response</li><li>• Checkbox Valid Response with "Other" Option</li></ul> |
|---|--|

### 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](mailto:amel.benmabrouk@wearemci.com) at your earliest convenience but **no later than Friday 08 March****

