

# HTAi Annual Meeting Symposia – Guidelines

Last Update: October 2018

1.	HTAi Annual Meeting Symposia	1
2.	Scientific Content	2
3.	Qualitative Criteria	4
4.	Submission Requirements	5
5.	Submission Format	5
6.	Results & Acceptance by Symposium Organizer	6
7.	Application Process and Timeline	6
8.	Responsibility & Administration	6
9.	Dissemination of Symposium Content	7
10.	Contact	7

## 1. HTAi Annual Meeting Symposia

HTAi provides the opportunity to host sponsored Symposia in conjunction with HTAi’s Annual Meeting. Sponsored Symposium sessions will be scheduled and promoted in the Annual Meeting Program, on the Website and the Annual Meeting App.

### a. Format

Symposia are sessions that focus on a subject, question or issue with a collection of insights from different contributors. Each contributor gets the opportunity to present their perspective and findings on the overall subject, will engage in discussions and is available for questions from the audience. This would be an advisable format to present several perspectives on one specific topic in only one session.

Besides the traditional format, HTAi also encourages interactivity and unconventional ideas when building the concept for a Symposium. As examples, we would like to propose a symposium in debate style or presenting a case study. The debate could be a suitable option in presenting an argumentative or controversial subject, allowing contributors to introduce and argue their perspectives, points and counterpoints. Debates must be led by a chair or moderator.

When presenting a case study, this should be done in an inclusive presentation. Presenting the actual case, its circumstances and conditions, its challenges and success factors, along with views of all involved stakeholders would be recommended.

For any chosen format, allowing questions and discussions with the audience is mandatory. Symposia should consist of at least one chair/moderator and a maximum of six speakers/panellists. Applications should provide a description of the chosen Symposium format and consult and refer to [2. Scientific Content](#) and [3. Qualitative Criteria](#) when developing the Symposium concept.

**b. Availability**

HTAi provides up to four (4) Platinum timeslots, up to eight (8) diamond timeslots, and up to four (4) additional timeslots for sponsored Symposia. As spaces are limited they will be allocated on a first-come, first-served basis.

Also, time and location will be determined on a first come, first serve basis. Time slots and locations will be ready for allocation at the beginning of the Annual Meeting year. Platinum Symposia have a length of seventy-five (75) minutes and Diamond and Regular symposia have a length of sixty (60) minutes. Longer sessions are only available upon request and subject to availability (additional fees apply).

**c. Responsibilities and fees associated with the organization of a Symposium**

Timeslots for symposium sessions are included as part of the for-profit organization's Platinum and Diamond Sponsorship packages. Additional symposium only sponsorship opportunities are available by inquiry.

Sponsoring organizations will provide the speakers, topic and content for the session which will be subject to review by the HTAi International Scientific Program Committee (ISPC) to ensure scientific relevance to the meeting.

In addition, each Symposium organizer will be responsible for inviting symposium participants (chairs/moderators, speakers/panellists), the cost of food & beverage (for additional requirements besides the conference F&B services), audio-visual materials and any other room set up requirements. Onsite organization will be supported by the HTAi Secretariat, or staff hired by the Society.

**2. Scientific Content**

**a. Overall Scientific Theme and Program in Cologne 2019**

**HTA beyond 2020: Ready for the New Decade?**

One year ahead of the end of several prominent HTA strategies and projects, the course will (and has to) be set for future development of HTA worldwide in 2020 and beyond. Therefore, the preliminary results will fuel the debate about the future of HTA.

Besides many important strategies and projects dealing with HTA, there are some prominent ones such as HTAi's own strategy paper, accompanied by Horizon 2020, the main research program of the EU Commission, and the EUnetHTA Joint Action 3 project, the proposal of the EU-Commission for a regulation on HTA in Europe after 2020. Other key scientific programs like IC-Permed, the international consortium for personalized medicine, will be more important than ever. The discussion about subsequent strategies, projects, developments and changes as a result of these projects will be starting in 2019.

The HTAi Annual Meeting provides an ideal presentation and discussion platform for opportunities, emerging challenges and possible threats. Trends for harmonization and standardization are confronted by progressive digitalization, disruptive innovations and the questioning of established evidence requirements. The European proposal for “HTA after 2020” might stand exemplarily for the important international strategic efforts to strengthen HTA for the new decade. Furthermore, globalization takes place and HTA becomes much more important for emerging markets. 2019 is the perfect time to tie this “varicolored bouquet” of important HTA developments together, looking into the future and asking: **HTA beyond 2020: Ready for the New Decade?**

**b. The overarching topic “HTA Beyond 2020” is characterized by three plenary sessions:**

- HTA Beyond 2020: One Size Fits All?  
Will joint international assessments improve or hinder HTA?
- HTA Beyond 2020: The Era of Digitalization?
- HTA Beyond 2020: Need for *Smart* Capability Building?

**c. The Annual Meeting in Cologne will provide an opportunity to consider the following submission themes:**

- 1) Processes in HTA
  - a. Research on HTA Methods, Including Novel Methods for Conducting HTA (e.g., Rapid Reviews, Adapting Existing HTAs)
  - b. Horizon Scanning
  - c. Information Retrieval
  - d. Evidence Quality Including Bias, Transferability and Generalisability
  - e. Clinical Effectiveness
  - f. Big Data Analysis and Use of Real World Data For HTA
  - g. Costs and Economic Evaluation
  - h. Ethical, Social, Legal and Environmental Aspects of HTA
  - i. HTA Prioritization
- 2) Policy Issues In HTA
  - a. Globalisation
  - b. Regulatory-HTA Alignment
  - c. Value-Based Health Policy and Value Frameworks
  - d. Reassessment and Disinvestment
  - e. Capacity Building in HTA, Enhancing Skills and Capabilities at Country Level
  - f. Country-Specific HTA and Regional HTA Networks
  - g. Comparative HTA Systems and Emerging Markets
- 3) Hospital-Based HTA
  - a. HTA and Procurement
  - b. HTA and Health Technology Management
- 4) HTA and Clinical Practice Guidelines

- 5) Stakeholder Involvement in HTA
  - a. Patient Involvement
  - b. Public Involvement
  - c. HTA and Shared Decision-Making
  - d. Engagement of Health Care Professionals
  - e. HTA in the Media and Including Specialist and General Media and Social Media
- 6) HTA – Presenting Results of HTAs
  - a. Pharmaceuticals
  - b. Medical Devices
  - c. Public Health Interventions (e.g., Vaccines, Screening Programs)
  - d. Procedures and Other Interventions (e.g., Surgery)
  - e. Tests: Predictive or Diagnostic, Precision and Personalised Medicine and Companion Diagnostics
  - f. Social Services
  - g. E-Health and M-Health
- 7) Other Topics

### 3. Qualitative Criteria

#### a. Appropriateness to HTAi

The concept of the Symposium should be appropriate to HTAi, and in alignment with the main Annual Meeting theme as well as at least one of the submission themes. As the conference focuses on “HTA beyond 2020”, it is recommended to align the concept to one of the themes by, for example, dealing with capability building, digitalization, HTA in EU and emerging markets as well as other scenarios after 2020.

HTAi encourages presenters who are knowledgeable about the subject matter, and collectively, represent a variety of different perspectives and/or settings that include gender balance, a strong presence of patients, students and presenters from Low and Middle-Income Country (LMIC)

#### b. Original and Innovative Contribution

Priority will be given to Symposia with original and innovative ideas.

In particular:

- Challenging existing paradigms or HTA practice
- Addressing an innovative hypothesis or critical barriers/issues to progress
- Developing or enhancing novel concepts, approaches or methodologies, tools, or technologies for this area

In case the Symposium topic has been presented at a previous conference, applicants should consider introducing the novel aspect of their submitted work and explain why their

submission would be an important encore contribution.

**c. International Scientific Program Committee (ISPC) responsibility of content**

The HTAi International Scientific Program Committee oversees all Symposium content. Sponsoring organizations will provide the participants (chairs/moderators, speakers/panellists), topic and content for the session which will be subject to review by the ISPC to ensure scientific relevance to the meeting.

The Symposium content must present and promote scientific information in HTA, or related to HTA, and is not allowed to focus on a specific business or commercial interest, product or service. The content presented must provide references with the most relevant evidence and demonstrate balanced perspectives.

**4. Submission Requirements**

- All applicants are required to complete the HTAi Symposium Application Form and submit it electronically, through the HTAi online Application Platform ([Link](#)).
- Symposium submissions and presentations must be in English.
- Symposium submissions and presentations must not promote any product or service.
- Symposium submission and presentation expenses are the responsibility of the Symposium organizer and the Symposium participants.
- Annual Meeting registration is required for all Symposium participants (chairs/moderators, speakers/panellists) for final admission into the Program. Confirmation of attendance and registration for the Annual Meeting must be submitted by March 15, 2019, to ensure inclusion in the Annual Meeting Program.
- The submitter of the Symposium is obliged to declare if the Symposium has been previously presented.
- The presenters of research are obliged to declare sources of support at the beginning of the Symposium.

**5. Submission Format**

- a. Symposium organizer - Each Symposium application needs a Symposium organizer. This person will be the contact person to HTAi and the International Scientific Program Committee (ISPC). The organizer will be responsible for the submitted content and involved Symposium chairs and speakers.
- b. Company logo (print quality)
- c. Short company description (60 words max.)
- d. Short abstract/summary of the Symposium to be published in the Annual Meeting Program, on the Website and App (60 words max.)
- e. Symposium title (100 words max.)

- f. Symposium chairs/moderators and speakers/panellists (Symposium participants): Symposium chairs and speakers must be determined at the time of the application's submission, as the ISPC is evaluating the Symposia also based on the selection of participants.
- g. Introduction and background: Including scientific background and/or explanation of rationale, a clear statement of the problem, issue, objectives, and/or research hypothesis.
- h. Structure of the session: Please explain the structure of your Symposium (e.g. participants, timing, format of interaction, etc.) and your plans to generate an interesting and educating presentation and/or vibrant discussion environment.
- i. Symposium outcome and objectives: Please explain what you would like to accomplish during your symposium and what are the benefits and takeaways for the audience/participants. Overall word count including Introduction, Structure and Outcome 500 words max.
- j. Symposium target audience
- k. Submitters might include up to three references

## 6. Results & Acceptance by Symposium Organizer

Initial review of all Symposium applications will be conducted by the HTAi Secretariat. Scoring and final decision of acceptance will be discussed and approved by the International Scientific Program Committee (ISPC).

Applicants can expect a processing time of about 3 weeks and will be notified about their abstract review assessment by email.

All decisions related to Symposia by the ISPC are final.  
For details see **8. Responsibility & Administration**

## 7. Application Process and Timeline

For HTAi 2019, Symposium Abstracts should be submitted by December 1, 2018 to allow for adequate time to complete the review and approval process. Adhering to this date will ensure inclusion in the registration system starting January 2019. To ensure inclusion in the final program, abstracts must be submitted by no later than **February 28, 2019** to allow enough time for submission review, registration of session participants (chairs, speakers, panellists) and subsequently the correct inclusion in the printed Program (**Printed Program Content Deadline: March 15, 2019**).

## 8. Responsibility & Administration

The HTAi Secretariat is responsible for the management and administration of the respective Annual Meeting Symposia as well as the initial review. An ISPC sub group will be responsible for the scoring of applications. The ISPC co-chairs will provide a recommendation to the Society's Executive

Committee which will ratify final acceptance decisions.

All communications regarding the Notification of Acceptance for Symposia will be processed by the HTAi Secretariat.

## **9. Dissemination of Symposium Content**

Applicants need to be informed that their submitted information and data as well as their presentation on site can and will be used by HTAi for purposes of administering/managing /promoting HTAi in general as well as the Annual Meetings and all information can be made available to HTAi members and Annual Meeting attendees. This includes also video and audio recordings during the Program sessions, the general Annual Meeting environment and the social events.

## **10. Contact**

HTAi Secretariat

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