

## Faculty Agreement

Faculty (i.e., speaker, chair, tutor, panellist invited by EASL) agree to participate in the EASL Congress taking place from 7-10 May 2025, in Amsterdam, The Netherlands. As a part of the faculty, they are asked to comply with the reimbursement policy, travel arrangements and regulations outlined in the invitation and present document.

### RIGHTS GRANTED TO EASL

Faculty grant EASL permission to use their name, title, affiliation, photo and professional bio for the promotion of the programme and their presentation(s). They also grant EASL the right to use their presentation(s) to create handouts and other related congress materials.

### COPYRIGHT

Faculty's presentation(s) and accompanying documents contain either original materials, or materials owned by other authors from whom they have obtained permission. Thus, faculty take responsibility for materials they use and take responsibility for following copyright laws.

Unless otherwise disclosed, the statements made by the faculty represent their own opinions and not necessarily those of the organisation they represent or those of EASL.

### INDEMNIFICATION AND HOLD HARMLESS

Faculty shall indemnify and hold EASL harmless from and against any and all claims, expenses, and liabilities whatsoever arising, directly or indirectly, out of their actions or inaction at, or participation in, the event.

### PRESENTATION REQUIREMENTS

- Faculty agree to meet all due dates for all deliverables to the best of their abilities.
- Faculty agree to assist, if requested, in finding a replacement if they are unable to attend.
- Should the faculty be unable to attend and perform the task they have been invited for after having booked their travel and accommodation, they commit to cover the costs or claim them to their personal travel insurance.

## PARTICIPATION TO INDUSTRY SYMPOSIA

Faculty understand that EASL sets a limit to the number of invitations a member of the faculty can accept to take part in industry sponsored satellite symposia. Faculty will not accept more than two invitations to such symposia.

## DISCLOSURES OF CONFLICT OF INTERESTS AND USE OF OFF-LABEL PRODUCTS

The European Association for the Study of the Liver (EASL) wishes to promote independence, objectivity, scientific rigour and a fair balance of representation, in all its activities.

In order for the audience at a presentation of an EASL event to evaluate information, analysis and opinions presented during its meetings, it is crucial that they are informed of any aspect of the faculty's personal or professional affiliations that may reasonably affect the presenter's view prior to the presentation(s).

In light of the above, EASL is working on a Conflict of Interest (COI) Disclosure Policy for the purpose of providing guidance and avoiding conflicts of interest within the EASL activities, including the EASL Congress in which faculty are taking an active role.

The intent of disclosure is not to prevent faculty with financial or other relationships from making a presentation, but rather to provide attendees with adequate information about those relationship(s).

EASL relies upon scientific committee members, session chairpersons, moderators, invited faculty and speakers participating in its CME programmes to provide educational information that is objective and free from bias.

Faculty agree to disclose:

- Any relevant financial relationship with the provider of commercial products or services discussed in their educational presentation or that has directly supported the CME activity through an educational grant to the sponsoring organisation(s).
- Whether the product that they will be discussing is not labelled for the use under discussion or if the product is still investigational.

## Terms and Conditions for reimbursements

**Deadline for claiming reimbursement: 15 June 2025**

**Faculty are encouraged to carefully read through the information and restrictions below before planning their travel.**

### CONGRESS REGISTRATION

After accepting the invitation, faculty will receive a complimentary registration to the EASL Congress 2025. An email confirming the registration for the congress will be sent following online registration.

### HOTEL BOOKING

RAI Housing is the official housing partner for the EASL Congress 2025.

EASL provides coverage for a minimum of 2 hotel nights for faculty with duties in up to 2 sessions, and 3 nights for faculty with duties in 3 or more sessions. A limited number of rooms have been pre-booked at the Novotel Amsterdam City and will be allocated on a first-come, first-served basis.<sup>5</sup> Faculty hotel. The cost of your hotel stay is covered for the number of nights specified in your official invitation, based on single occupancy. Any additional nights or requests for double occupancy will be at your own expense and must be arranged through the housing agency. Please note that availability for extra nights or double occupancy is not guaranteed.

Faculty members are encouraged to book their accommodation as soon as possible using the faculty hotel booking [link](#) and send it to [hotelservices@rai.nl](mailto:hotelservices@rai.nl).

If you prefer to arrange your own hotel booking, EASL will reimburse up to €200 per night (including single occupancy, breakfast, city tax, and VAT). For reimbursement, a hotel payment receipt is required. EASL reserves the right to refuse reimbursement for unapproved accommodations.

### TRAVEL

If stated on the official invitation [page](#), EASL reimburses travel expenses up to the following allowance:

- Limited to a maximum of € 500 for faculty travelling from Europe ([according to WHO definition of Europe](#)) (Economy Class only)
- Limited to a maximum of € 2000 for faculty travelling from outside Europe.

Travel expenses reimbursed:

- Return flight, train or bus ticket from home airport/station to Amsterdam (“home” refers to the city of residence). No reimbursement will be made for travel to/from locations other than the place of residence, unless pre-approved by EASL.
- Usage of personal car to travel to the congress venue will be reimbursed, for faculty living in the Netherlands at a cost of 0.50 €/km, but no more than the allocated travel allowance. Usage of personal car for faculty travel from outside the Netherlands needs to be pre-approved by EASL. Parking, tolls and gas costs are included in the flat reimbursement. Itinerary of the travel and number of kilometers travelled should be clearly mentioned on the reimbursement form.

Travel expenses not reimbursed:

- Transport to and from home airport (use of personal car, public transport and taxis)
- Parking at home airport
- Transport to and from Amsterdam airport and Amsterdam main train stations (public transport and taxis)
- Costs associated with getting around Amsterdam, including transportation costs between hotel and Congress centre (Taxi, Metro, etc.).
- Meals (Snack and coffees, breakfast, lunch, and dinner) purchased outside or in lieu of those provided.

***Flight Booking:*** Please note that faculty are required to book their flight on their own. Any change of itinerary and/or booking of new flights for reasons not associated with changes or additional scientific programme duties (non-industry related), and pre-approved by EASL will not be reimbursed. Moreover, additional costs of seat reservation, or class upgrades are not included in the reimbursement process.

## REIMBURSEMENT FORM

Reporting of all travel expenses must be made using the [Expense Reimbursement Form](#).

For travel booked 2 months or more before the event (7 March 2025), EASL will process the reimbursement of the expenses upon reception of the form.

Should faculty book within two months from the event, EASL will process the reimbursement after the event.

In any case, the [Expense Reimbursement Form](#) must be completed and returned to EASL by 15 June 2025 and must include appropriate documentation of all expenses incurred. All items for which faculty are claiming reimbursement should be accompanied by a copy of receipts. No refund will be processed without the accompanying proof of purchase or after the processing deadline. No original receipts are needed.

Booking through the EASL official housing agency will not require out-of-pocket expenses.

Updated: 25.09.2024