



## **ISE Policy on Endorsement and Support of Meetings and Workshops**

### **Overview**

The **International Society of Endocrinology** values the exchange of science and providing education in the form of organized meetings/workshops and therefore would be pleased to consider endorsing or sponsoring events of high scientific and educational quality.

Any Society, Member Associations, ISE corporate partners and other organizations who seek endorsement or sponsorship of a scientific event may apply to ISE.

*For purposes of ISE policies, the term “sponsor” or “co-sponsor” is used to refer to situations where the ISE (ISE Task Forces, Committees and Working Groups) either initiates the event, activity or product or is involved in it from the beginning.*

*The term “endorse” is used to refer to situations where the ISE is asked to express publicly its approval of (or support for) an event, activity, or product that is already substantially planned or has been developed by an outside entity.*

Endorsement or sponsorship of an activity by the International Society of Endocrinology is written approval of the content and goals of an activity. It permits the organizer of the activity to signal this endorsement/sponsorship by using the ISE logo and name in association with the activity under the conditions contained in these guidelines. ISE endorsement/sponsorship does not necessarily imply financial support of any activity. Meetings/workshops may be of any size but must address topics of relevance and fulfill the highest scientific and educational standards.

The request for endorsement/sponsorship of a meeting or workshop should be submitted at the earliest stage of planning. This will allow for the scientific event to be appropriately evaluated and for any necessary arrangements to be made in association with an endorsement. ISE reserves the right to decline a request for endorsement or sponsorship without any statement of reason.

**Organizers of meetings / workshops can derive several different benefits from endorsement (individually or combined) from ISE:**

- Official endorsement of the event (provision of ISE name and logo)



- Assistance in announcing the meeting
  - on the ISE Homepage
  - on the meetings listing in monthly publications
  - by distributing information materials via the ISE at scientific events
  - by distributing information materials at ISE meetings
- Should conference captures of the meeting exist after the event, ISE would be happy to consider inclusion of those on the ISE Homepage. Please note that the publication of summaries or conference captures on the ISE homepage will require a separate editorial review and approval process.

•  
Please be advised that:

- Due to privacy laws the official ISE Policy is not to provide mailing details of ISE members to third parties, including not-for-profit entities. Also, ISE cannot execute individual broadcast emails announcing events other than ISE organized meetings.
- Mailing of materials together with the ISE Newsletter or journal may be considered if approved by the Secretary General (and the Editor, in case of mailing with the journal). Direct mailing costs and a handling fee would have to be covered by the organizer.

### **Benefits requested by the International Society of Endocrinology**

ISE would request organizers of endorsed events to cooperate in the following ways (many of these would require minimum effort and would very likely attract additional interest in the program):

- Offer reduced registration fees to members of ISE (this may also attract additional attendees to the meeting)
- Feature the name and logo of ISE appropriately on all publications of the meeting (please provide copies of all relevant official publications)
- Include ISE information in the on-site delegates' bags or registration documents
- Provide an ISE stand/table at the meeting/workshop for announcing ISE's conferences and promoting membership
- Permit the showing of intermission slides about ISE's upcoming programs and activities
- Provide a final report about the event, including a list of attendees (if permitted)
- Permit the use for educational purposes of any conference capture materials accepted for the ISE Endocrinology Homepage.

### **Terms and Conditions for use of the name and logo of the International Society of Endocrinology (ISE)**

Approved use of the logo in association with any activity, including but not limited to events, congresses and communications materials implies endorsement of the activity by ISE. The logo can only be reproduced with prior written authorization from the ISE Executive Office.



## **1. Process**

- 1.1. Member associations, ISE corporate partners and other organizations who seek endorsement or sponsorship must obtain prior written approval from the Executive Office. This applies to any activity, including events, meetings and congresses, and any communications material such as press releases, publications, oral presentations, websites.
  
- 1.2. The completed endorsement/sponsorship forms must be received by the ISE Executive Office from the body responsible for organizing the activity at least two months in advance (at least six months in advance in the case of events and meetings).
  
- 1.3. The Executive Office will process the request. In case of doubt, the ultimate decision will lie with the Executive Committee.

## **2. Conditions for use of ISE name and logo**

The ISE name and logo can be used on communications related to meetings, programmes, projects under condition that the activity is undertaken by the ISE Executive Office, ISE Task Forces, Consultative Sections, other Committees and Working Groups and is organized by or actively involves the ISE Executive Office.

## **3. Conditions for ISE Endorsement or Sponsorship of activities**

- 3.1 Endorsement or sponsorship of an activity by the International Society of Endocrinology is written approval of the content and goals of an activity. It permits the organizer of the activity to signal this endorsement/sponsorship by using the ISE logo and name in association with the activity under the conditions contained in these guidelines. ISE endorsement/sponsorship does not necessarily imply financial support of any activity.
  
- 3.2 ISE will only consider activities when they comply with the following conditions:
  - The activity is undertaken by an ISE member association, an ISE corporate partner or other organization considered to have entered into an official relationship with The ISE.



- The content and subject matter should serve the ISE’s mission to promote Endocrinology worldwide.
- ISE must be given the opportunity to preview and approve the content of the activity.

3.3 Endorsement/sponsorship of congresses can be considered under the following additional conditions:

- The congress has an international faculty and/or organizing committee.
- Registration is open to participants of all nationalities.
- The event is not sponsored by a single company.
- ISE is offered the opportunity to preview and approve the programme prior to publication.
- Unless otherwise stated in the contract concluded between ISE and the organizer, the congress does not entail any financial liability on the part of ISE.
- Wherever possible staff resources must be contracted in the organization of the congress.

The following information or materials should be provided:

- Title of the meeting / workshop
- Location and dates
- Names of the faculty / organizing & scientific committees (if already known)
- Summary of the proposed meeting / workshop topics
- Objectives and a tentative program outline & format
- Suggested or confirmed speakers
- Profile and number of potential attendees
- Disclosure of any corporate involvement/sponsorship
- Sample of initial announcement(s) (if available)
- Information of what support would be requested (see below)
- Information about benefits to be provided to ISE (see below)

3.4 Events organized by ISE Task Forces, Committees and Working Groups who organize events as part of their activities can only use the ISE name and logo for their event if the suppliers contracted for the organization of the event are contracted by ISE through the ISE Executive Office. The ISE Executive Office shall be involved directly in all contractual negotiations. Informing the Executive Office of contractual arrangements does not meet this obligation. A representative appointed by the Executive Office must participate in all contractual discussions.



#### **4. Special Situations**

- 4.1 ISE Member associations are allowed to use the ISE name and logo on their stationery with the wording “a member of the International Society of Endocrinology” and as long as it does not imply ISE’s sponsorship, endorsement, certification or approval of the member association’s activities.
- 4.2 ISE does not accept the use of its name and logo in the promotion of a company’s products, supplies or medication.
- 4.3 The posting of a congress on the ISE online calendar does not constitute an endorsement of the congress.

#### **5. Reproduction of the ISE name and logo**

- 5.1 Once permission is granted, the ISE name and logo can only be used and reproduced in accordance with the visual identity outlined in the ISE logo guidelines. These will be supplied by the ISE Executive Office upon confirmation of endorsement.
- 5.2 The use of the ISE name and logo is restricted to the approved purpose only. Future editions, applications or projects will require further written permission from the ISE Executive Office.

*The International Society of Endocrinology reserves the right to modify or update these terms and conditions at any time and to take action against any individual or organization that uses the name or logo in any way which does not conform to these conditions and guidelines.*