

**NEW**

## **ISN POLICY ON ENDORSEMENT OF MEETINGS, COURSES, AND WORKSHOPS**



The **International Society of Nephrology (ISN)** values the exchange of science and providing education in the form of organized meetings, courses, and workshops and therefore considers endorsing events of high-scientific and educational quality that would benefit the renal and related scientific communities.

Meetings, courses, or workshops may be of any size but must address topics of relevance in the region and fulfil the highest scientific and educational standards.

The guidelines below provide a basis for seeking endorsement from ISN for meetings, courses, or workshops.

### **Procedure**

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To obtain ISN endorsement for a meeting, course, or workshop, a **completed application form (available online) must first be submitted to the ISN Global Operations Center via [jdanner@theisn.org](mailto:jdanner@theisn.org).**

**An invoice will be sent to the event organizer for the appropriate application fee, which must be paid prior to the review of their endorsement request.**

Application is FREE for ISN collective societies, Sister Renal or Sister Transplant Centers, and ISN Regional Training Centers. Affiliated societies pay an application fee based on the World Bank country income categories as follows:

HIC	\$300 USD	LMIC	\$150 USD
UMIC	\$200 USD	LIC	\$50 USD

All other organizations are required to pay a \$1,000 USD application fee.

All application fees are non-refundable and are essential for the appropriate and timely administration and processing of endorsement requests.

All documents and payment required for the endorsement of the meeting, course, or workshop are to be submitted **three months prior to the event.**

Recurring meetings, courses, or workshops must request individual endorsement for each occurrence of the event.

ISN endorsement does not include financial support for the event.

For successful applications, ISN will provide event organizers with the ISN logo and other applicable benefits (see Benefits of ISN endorsement on next page) within thirty (30) calendar days. It will also list the required and requested deliverables, which includes the completion and return of the post event report.

**Thirty (30) calendar days** after the endorsed meeting, course, or workshop has been held, **the post event report and other required deliverables must be submitted to the ISN headquarters**, indicating the most important aspects of the event (see also Promotional benefits required and requested by ISN on next page).

**If the applicant does not submit the post event report and other required deliverables on time, no subsequent endorsement will be considered by the ISN.**

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### **Benefits of ISN endorsement**

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Organizers of meetings, courses, or workshops can derive several benefits from endorsement (individually or combined) from ISN:

- Official endorsement of the event (ISN name and logo provided for inclusion on printed and online material)
- Inclusion of the name of the endorsed event on the ISN website
- A summary of the meeting or workshop may also be submitted for publication on the ISN calendar of events, ISN blog, or social media accounts; this may include photographs of the organizers or notable speakers
- The ISN regularly captures scientific content relevant to the ISN Academy. As part of the endorsement policy, ISN Academy can consider, in partnership with the organizers, inclusion and promotion of selected proceedings on its portal (<https://academy.theisn.org/>). Please note that the publication of summaries, presentations, or conference audio-visual captures on ISN Academy will require a separate editorial review and approval process.

Be advised that due to the Global Data Protection Regulation policy, ISN cannot provide mailing details of ISN members to third parties, including not-for-profit entities. Also, ISN cannot execute individual emails announcing events other than ISN organized meetings.

### **NEW: Promotional benefits required and requested by ISN**

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ISN **requires** organizers of endorsed events to cooperate in the following ways:

- Actively recommend that delegates coming to the meeting, course, or workshop join the ISN community as an ISN Friend (free membership category) by utilizing one of the following methods:
  - Online registration: integrate an opt-in box (contact [KBGallagher@theisn.org](mailto:KBGallagher@theisn.org) if you need more information)
  - Manual registration: collect the name, surname, country, and email address of the delegates who agree to join as an ISN Friend; provide this list to ISN (excel list preferable)
  - Prominently display the hyperlink to the ISN website for ISN Friend membership on the event's web page: <https://theisn-community.force.com/Join/applyfriendnew>
- Feature the name and logo of ISN appropriately on all publications of the event (please provide copies of all relevant official publications)
- Provide ISN with a copy of the event pricing table listing the delegate/attendee fees.

ISN **requests** organizers of endorsed events to cooperate in the following ways:

- Offer reduced registration fees to members of ISN
- Provide ISN with photos from the event.

**For the promotional activities listed below, ISN will contact the event organizers directly to discuss options:**

- Include ISN information in the on-site delegates' bags or registration documents
- Provide an ISN booth or table at the meeting, course, or workshop for announcing ISN's conferences and promoting research, education, advocacy, and membership
- Allow the showing of intermission slides about ISN's upcoming programs and activities
- Promote upcoming ISN events (<http://www.theisn.org/events/calendar-of-events>)
- Allow the use of conference capture materials accepted for the ISN Academy portal (for educational purposes)

For questions or further clarifications, please contact the **ISN Global Operations Center** : [JDonner@theisn.org](mailto:JDonner@theisn.org).