



International Society of Nephrology

www.theisn.org

Global Operations

Rue des Fabriques 1
B-1000 Brussels – Belgium
Tel: +32 2 808 04 20
Fax: +32 2 808 44 54
Email: info@theisn.org

US Operations

340 North Avenue 3rd Floor
Cranford, NJ 07016-2496
United States of America
Tel: +1 567 248 9703
Fax: +1 908 272 7101
Email: info@theisn.org

Executive Committee
2017 - 2019

President
David Harris
Australia

Past President
Adeera Levin
Canada

President-Elect
Vivekanand Jha
India

Treasurer
Stuart Shankland
United States of America

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Cameroon

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Switzerland

Masaomi Nangaku
Japan

Executive Director
Luca Segantini

Terms and Conditions regarding Continuous Medical Education Events:

1) CME Application policy for organizers:

- You need to fill in an application form and supply suggested formal scientific program.
- You must submit a report at the end of the meeting, including a delegate list, and if possible some photos.
- You must allow one of the ISN speakers the opportunity to make a short presentation concerning the mission of the ISN in the opening ceremony OR during one of the ISN sponsored talks. A senior ISN leader who is a speaker at the CME event will be chosen by the CME chair and ISN HQ to make this presentation.
- ISN supported speakers should present each a minimum of two lectures.

Where multiple speakers are invited, the breakdown should be as follows:

One speaker from within the region and the remaining speakers from other regions, trying to utilize speakers from nearby regions to minimize the travel expense.

For example:

- For conferences in the Latin America, it is recommended that only one speaker is invited from Europe or Asia and the other from North America or South America.
- For conferences in Central Asia or South Asia, only one speaker from North America should be invited and the other from Europe or their region.

If the meeting is organized in the context of the ISN SRC Program, institutions at Level C are guaranteed to be funded for at least one CME during the next two years.

2) Policy for CME Speakers:

- ISN-sponsored ISN speakers must be ISN members.
- One of the ISN sponsored speakers will be asked by the CME chair OR ISN HQ to make a presentation about ISN, using some or all of a slide set provided by ISN HQ.
- Speakers will be encouraged to send their CME presentation for inclusion on the ISN Education portal.

3) CME Travel Policy

Flights

ISN will reimburse Economy Class with restricted travel fare. This should be booked at least 21 days in advance to avoid expensive fares. ISN will not reimburse



a ticket purchased less than 21 days before travel unless there are special circumstances.

The invitation letter to each speaker will include the expected cost of an economy class ticket from the speaker's home region to the region where the CME is taking place - based on published ticket price ranges. The speaker will be requested not to purchase a ticket above that guide price without prior contact with ISN HQ.

Business Class airfare is permissible only for Executive Committee members, Programs chair, and CME Chair where:

- (a) One travel leg is at least 6 hours, **OR**
- (b) There is a total flight time (from first take off to last landing) of at least 8 hours), with a limit of US\$ 6,000 for a return flight.

For fares that exceed US\$ 6000 return please contact ISN HQ prior to purchase as they may be able to suggest a better alternative.

ISN will also cover:

- Transfers between home, terminal and transit hotels (please provide receipts).
- Auto mileage at \$0.535/mile (\$0.34/Km) tolls and parking.
- Normal visa fees.
- Tips related to above services.
- In principle accommodation is covered by the local host. Hotel expense including hotel tax for additional night related to a site visit will be covered only upon approval by the CME program chair

4) What ISN will not cover:

- Business class travel for CME speakers.
- First class travel for Executive Committee members.
- Honoraria for participation in ISN programs/activities.
- Hotel and accommodation expenses. Unless approved by the CME Chair for conferences where the organizers do not have the funds to accommodation.
- Meal expenses – unless special approval by the CME Chair.
- Between meal bar bills.
- Room service (unless there is unexpected acute illness)
- Personal phone calls and fax charges.
- Transportation to/from destinations that are not involved in ISN activities.
- Gym or spa fees.
- Theatre or entertainment tickets or in-room entertainment.
- Rush charges for visa or passport (unless the trip is officially requested at the last minute).
- Spouse/partner travel expenses
- Valet cleaning and other personal services.

5) Reimbursement Policy:

- ISN reimbursement forms must be filled in completely.
- W8 form for non US residents.
- W9 form for US residents.
- Original receipts are preferred, however copies are acceptable. E-ticket.
- Travel receipts are accepted.

Lost receipt

Receipts must be submitted for each expense. In case of lost receipt, please send a statement mentioning what the expense was for and how much it cost. Note that expenses without receipt must be reported as taxable income to the U.S. Internal Revenue Service by Form 1099.

- Expenses in EUR will be reimbursed in EUR.
- Expenses in USD will be reimbursed in USD

Unless otherwise designated, the ISN will use foreign currency exchange rates from Oanda Foreign Exchange reference available at www.oanda.com. Rates will be calculated on the day of expenditure. Please note that some events may plan reimbursements in EUR only or USD. **Please do not convert your expenses.** Please submit them in the original currency you incurred them in. Specify whether you prefer a check or a wire transfer - please provide all necessary bank details. Checks are only issued in USD within the United States.