

ISN POLICY AND PROCEDURE FOR ENDORSEMENT OF MEETINGS, COURSES, AND WORKSHOPS

POLICY

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. The ISN reserves the right to review all applications to determine scientific and educational merit. All requests must be made through a completed application submitted at least three months prior to the event; applications not submitted within the required time-frame cannot be guaranteed review.

Application, review, and endorsement is FREE for ISN Collective Member and Affiliated societies, Sister Renal and Sister Transplant Centers, and ISN Regional Training Centers. All other organizations are required to pay a \$1,000 USD application fee, which is non-refundable and essential for the appropriate and timely administration and processing of endorsement requests. Note that payment of the application fee does not guarantee endorsement of the event.

ISN will generate an invoice for the application fee, if applicable, once the application is received. Once payment is received, the endorsement application will be reviewed, and a decision provided within thirty (30) calendar days.

ISN will provide successful applicants with a formal acceptance letter, the ISN logo for inclusion on printed and online material, and ISN's post-event report which must be completed and returned to ISN. ISN will also include the name of the endorsed event on the ISN website's calendar of events. Note that the ISN logo should NOT be included on event materials (including the event's website) until AFTER endorsement has been granted and is to be used specifically for the endorsed event only. In addition, the following statement should accompany the logo: *ISN's endorsement is for the promotion of education in general, therefore the specific content of the event/course is the responsibility of the organizer.*

Organizers of endorsed events are **required** to do the following:

- Actively recommend that delegates coming to the meeting, course, or workshop join the ISN community and receive the bi-weekly ISN Insight e-newsletter by utilizing one of the following methods:
 - Manual registration: collect the name, surname, country, and email address of the delegates who agree to receive ISN Insight; provide this list to ISN (excel list preferable)
 - Prominently display the hyperlink to the ISN website on the event's web page: <http://www.theisn.org>
- Feature the name, disclaimer statement above, and logo of ISN **appropriately** on all publications of the event and provide copies of all relevant official publications to ISN
- Provide ISN with a copy of the event pricing table listing the delegate/attendee registration fees
- Return the completed post-event report to ISN within thirty (30) calendar days of event; failure to provide post-event report will result in refusal of future endorsement requests.

Note: ISN Collective Member and Affiliated societies, Sister Renal and Sister Transplant Centers, and ISN Regional Training Centers are required to promote the upcoming WCN, either by showing a WCN slide or using the WCN logo (provided by the Endorsements Coordinator).



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Organizers of endorsed events are **requested** to do the following, if feasible:

- Offer reduced registration fees to ISN members
- Allow the showing of intermission slides about ISN's upcoming programs and activities
- Promote upcoming ISN events, especially the upcoming WCN
- Provide ISN with photos from the event.

For certain events, ISN will contact event organizers to discuss options for promotional or educational activities, such as: including ISN information in the on-site delegates' bags or registration documents; providing an ISN booth or table at the event for announcing ISN's conferences and promoting research, education, advocacy, and membership; and inclusion and promotion of selected proceedings on the ISN Academy (ISN's educational portal). Note that the publication of summaries, presentations, or conference audio-visual material on the ISN Academy requires a separate editorial review and approval process.

ISN endorsement does not include financial support for the event.

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

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.

PROCEDURE

Event organizers must complete the endorsement application form (available online) and submit it, along with supporting materials as necessary, to the ISN Global Operations Center via jdonner@theisn.org.

Event organizers must pay the application fee, if applicable, as stated in the policy. Once payment is received, the endorsement application will be reviewed, and a decision provided within thirty (30) calendar days.

For successful applicants, ISN will include the name of the event on ISN's calendar of events and prepare a formal acceptance letter. ISN will email the event organizer the acceptance letter (detailing the requirements and requests as listed in the policy), the ISN logo, and ISN's post-event report.

Event organizers must return the completed post-event report, along with required deliverables, to ISN within thirty (30) calendar days of event.

For questions or further clarifications, please contact the ISN Global Operations Center via JDonner@theisn.org.