



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, however the ISN does not endorse non-ISN webinars and events by medical education companies. 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 timeframe cannot be guaranteed review.

Application, review, and endorsement is **FREE** for ISN Collective Member and Affiliated societies, ISN Sister Renal and Sister Transplant Centers, ISN Regional and ISN Interventional Nephrology 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 with disclaimer statement 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 can be included on attendance certificates but **NOT** CME certificates. The 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. **The following disclaimer statement must accompany the logo: *ISN endorses promotion of education, not the specific content.* Versions of the ISN logo with the disclaimer statement included are provided to the meeting organizers once endorsement request approved.**

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

- 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



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

- 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.

In addition, organizers of endorsed events are **required** to actively recommend that delegates join the ISN community and receive the free bi-weekly ISN e-newsletter. **The organizers agree to collect attendee information in compliance with applicable data protection laws and share with ISN the contact details only of attendees who have explicitly consented to receive ISN communications.** This can be achieved by utilizing **one** of the following methods:

- Online registration: add a simple checkbox on registration form that says:
☒ *I agree to receive communications from the International Society of Nephrology (ISN).*
After the event, share with ISN only the contact details of people who checked this box.
- Manual registration: include an opt-in checkbox for attendees to consent to receive communications from the ISN. Collect the name and email address of the delegates who have consented and provide this list to ISN.
- Prominently display the hyperlink to the ISN e-newsletter sign-up form on the event's web page: <https://www.theisn.org/subscribe-to-insight/>.
- Display or print the ISN's e-newsletter sign-up sheet/slide with QR code (provided with acceptance letter).

Note: ISN Collective Member and Affiliated societies, Sister Renal and Sister Transplant Centers, and ISN Regional and ISN Interventional Nephrology 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).

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.



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

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\[at\]theisn\[dot\]org](mailto: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 with disclaimer statements, 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\[at\]theisn\[dot\]org](mailto:jdonner@theisn.org).