

ISN Policy on Endorsement and Support of Meetings and Workshops



The **International Society of Nephrology** values the exchange of science and providing education in the form of organized meetings/ workshops and therefore would be pleased to consider endorsing events of high scientific and educational quality that would benefit the renal and related scientific communities.

Any society, group, member and individual working in the field and organizing such a scientific event may apply to ISN for the endorsement of the event. **Meetings/workshops may be of any size but must address topics of relevance and fulfil the highest scientific and educational standards.**

ISN reserves the right to decline a request for endorsement without any statement of reason.

The benefits of ISN endorsement are listed below. ISN endorsement does not normally include financial support for the event.

Procedure

To obtain ISN endorsement for a meeting/workshop, a request must first be submitted to and approved formally, in writing, by the ISN Secretary General.

The request for endorsement of a meeting/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.

ISN will commit to reviewing any endorsement request **within thirty (30) working days**.

To apply for ISN endorsement, 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 ISN (see below)

Within thirty (30) working days after the endorsed meeting or workshop has been held, a brief report indicating the most important aspects of the meeting (such as final number of attendees, highlights, etc.) must be submitted to the ISN Secretary General.

Reoccurring meetings must request endorsement individually for each occurrence of the event.

Endorsement and Support

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

- Official endorsement of the event (provision of ISN name and logo)
- Assistance in announcing the meeting on the ISN Nephrology Gateway
 - on the meetings listing in monthly e-updates
 - by distributing information materials via the ISN booths at scientific events
 - by distributing information materials at ISN meetings
- A summary of the meeting/workshop may also be submitted for publication on ISN's Nephrology Gateway. This may include, for example, photographs of the organizers or notable speakers.
- The ISN is regularly capturing scientific content relevant to its ISN Education program. As part of the endorsement policy, ISN Education can consider, in partnership with the organizers, inclusion and promotion of selected proceedings on its Gateway (www.theisn.org/education). Please note that the publication of summaries, presentations or conference audio-visual captures on ISN Education will require a separate editorial review and approval process.

Please be advised that

- **Due to privacy laws the official ISN Policy is not to provide mailing details of ISN members to third parties, including not-for-profit entities. Also, ISN cannot execute individual broadcast emails announcing events other than ISN organized meetings.**
- **If requested by a meeting organizer, ISN may execute a mailing to its members, if approved by the Secretary General. Direct mailing costs plus a handling fee would have to be covered by the organizer.**
- **Mailing of materials together with the ISN 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.**

Please note that it is ISN's Policy not to provide any cash support/grants or financial guarantees for meetings that are not organized by the ISN!

Benefits requested by ISN

ISN 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 ISN (this may also attract additional attendees to the meeting)
- Feature the name and logo of ISN appropriately on all publications of the meeting (please provide copies of all relevant official publications)
- Include ISN information in the on-site delegates' bags or registration documents
- Provide an ISN booth/table at the meeting/workshop for announcing ISN's conferences and promoting membership
- Permit the showing of intermission slides about ISN'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 ISN Nephrology Gateway

These guidelines should provide a basis for seeking endorsement from ISN in organizing meetings.

ISN's name and logo may only be used if a formal, written endorsement has been received from the ISN Secretary General.

For questions or further clarifications, please contact the ISN Secretary General via the ISN Headquarters:

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