

ESGO Rules for Endorsement of Scientific Meetings
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1. Policy

ESGO is committed to disseminate and share knowledge in the field of gynaecological oncology. As part of this mission, ESGO offers official endorsement of a quality educational program in gynaecological oncology that meets the internationally acceptable standard for continuing medical education in the field. Each year, ESGO endorses a limited number of in-person or virtual meetings organized by applicants who are:

- Local partners (Hospital / University / Institution)
- Individual ESGO member/-s
- ESGO Task Forces or related Networks
- National societies for Gynaecological Oncology or Gynaecology & Obstetrics
- Other sister Societies (e.g., ESMO, ESTRO, ESP, etc)

In general, ESGO endorses European meetings, but may also consider endorsing non-European meetings if the application comes from a non-European ESGO member, or a National Society. All applications are reviewed and decided by the Educational Committee.

ESGO does not endorse meetings initiated by companies that provide medical education as their core business. In the case of sponsorship by the pharmaceutical industry, the meeting must be multi-sponsored and should not compete in date and topic with any other ESGO educational activity. In addition, ESGO does not endorse European meetings to be held less than 30 days prior to its annual general meeting (European Congress on Gynaecological Oncology), with the exemption of Annual National meetings organized by National societies for Gynaecological Oncology or Gynaecology & Obstetrics. Exceptionally, other institutional meetings could be discussed with organizers.

- ESGO provides the following support modalities:
 - a) Pure logo endorsement
 - b) Endorsement with ESGO speaker (no financial support)
 - c) ESGO session at a sister society meeting/ national/ international meeting (no financial support)
- For ESGO sessions, joint sessions and for endorsement with ESGO speakers, an ESGO representative will be designated as the contact person who must be involved for the preparation of the scientific programme.

2. Participation of the different parties

The ESGO input:

- The ESGO logo will be provided by the ESGO office to the organizers after approval of their meeting.
- Assistance with establishment of the scientific programme in the case of ESGO sessions, joint sessions, and for endorsement with ESGO speakers.
- Provision of ESGO promotional materials.
- Promotion of the event in the Meeting calendar on the ESGO website and through other promotional channels (subject of mutual agreement).

- Please note that the Society's insignia (logo) is the property of ESGO. The insignia can only be used as intended and approved by the Society. Any use of the Society's name must be approved by ESGO.

Local Organizer input:

- Responsibility for all organizational and financial aspects of the meeting.
- Economic support of ESGO speakers at meetings held in high-income countries (usually at least two speakers).
- Preparation of the scientific programme in accordance with the proposal submitted to ESGO as part of the application.
- Reduced registration fees for ESGO members.
- Visibility of ESGO and ESGO endorsement in connection with the event.
 - Use of the ESGO logo on all meeting material and at the meeting venue.
 - Display of printed ESGO materials at the meeting (inserting ESGO brochures in attendee's bags and displaying them on exhibit tables) and/or providing a free booth to ESGO at the exhibition.
 - The ESGO logo must be displayed on all promotional materials relating to the meeting along with the wording 'Approved or endorsed by the European Society of Gynaecological Oncology (ESGO)'.
 - ESGO slides and/or videos (provided by ESGO) must be shown to delegates between lectures or sessions.
 - A short time slot in the programme for a presentation about ESGO given by an ESGO speaker at the beginning of the meeting.
 - For additional and specific visibility, an agreement, and Memorandum of Understanding (MoU) between the organiser and the ESGO office should be signed. In this case, the applicant will be responsible to instruct the professional congress organizer/ agency to act in compliance with the signed MoU.
- Organisers may propose or be asked to share the scientific content of the meeting with ESGO (ppt slides, ePresentations, videos, etc) for publication on ESGO eAcademy, upon the consent of the speakers.
- A certificate of attendance at an ESGO endorsed meeting should be provided upon completion of the advertised programme.

ESGO speakers input:

- Acting as ESGO ambassadors representing the society.
- Promoting ESGO's mission, activities, and membership to meeting attendees. A short presentation about ESGO will be provided by the ESGO Office.
- Contributing to the scientific programme by sharing their expertise, giving a talk as requested by the local organizers.

3. Application and communication process

General process

- Applications should be sent via email to the ESGO office at least 4 months before the proposed date of the meeting. In case of ESGO involvement in a scientific programme, applications should be sent at least 6 months before the meeting. There is no fee for applying for ESGO endorsement.
- The Chair of the Endorsement Sub-Committee will review the application and propose its acceptance or rejection to the Education Committee, which will make the final decision on approval/rejection/amendment.
- The result of the evaluation will be communicated to the applicant at least 2 months in advance to favour proper promotion of the event including the ESGO logo in case of acceptance.

Submission requirements:

- The applicant should be a current ESGO member with activated membership, or if not, the application must be supported by a member of the ESGO Council/ Education Committee.
- The ESGO invited faculty should include at least two ESGO recognized speakers (i.e. international experts in the field who can be ESGO ambassadors at the event) in agreement with the Educational Committee.

- The official language of the meeting/ ESGO involved session should be in English (or proper translation should be provided).

Documentation needed:

- Meeting title, date, venue, official language, meeting director, organization (name of organizing institution, type of institution - public/private), and sponsor.
- Secretariat/ Event contact and shipping details.
- Estimated number of delegates, delegate fee, ESGO members fee.
- Specific type of endorsement requested.
- Preliminary scientific programme in English including possible invited speakers, educational objectives (general theoretic update/ training) and target audience.
- An official letter from the applicant (local partner, individual ESGO member, ESGO Task Forces or related networks, national or sister societies) requesting the endorsement (if applicable)

Contact details:

Applications must be sent to the ESGO office: adminoffice@esgo.org

The application form is available at <https://www.esgo.org/attend/esgo-endorsed-meetings/>

The ESGO office must be included in all related communication.