



ESGO Rules for Endorsement of Scientific Meetings

(Approved by ESGO Council, September 17, 2016)

ESGO is committed to spread and share knowledge in the field of gynecological oncology and is achieving this mission endorsing the academic scientific meetings/courses. Each year ESGO supports limited number of meetings organized by:

- Local partner (hospital / University/ Institution) - upon request of individual ESGO member with activated membership.
- ESGO Task Forces
- ESGO related Networks
- National society for Gynecologic Oncology or Gynecology & Obstetrics
- Other Societies related to gynaecological cancer (sister societies, e.g., ESMO, ESTRO, ESP, IPOS, etc)

In general, ESGO endorses European meetings, but may also consider endorsing non-European meetings if application comes from a non-European ESGO member, or a National Society.

All applications for Endorsed meetings are reviewed and decided upon by the ESGO Scientific committee. If approved by SC, the President and the ESGO Office are notified and tackle the financial negotiations.

ESGO will not endorse meetings initiated by companies providing medical education as a core business. In case of sponsorship from pharmaceutical industry, the meeting must be multi-sponsored and should not compete with any other ESGO activity and/or meeting.

Scientific programme:

- The scientific programme is prepared by the organizers and submitted for revision of ESGO Scientific committee. If required, ESGO can assist with composition of the scientific programme. ESGO can be represented by
 - a) Pure logo endorsement
 - b) Endorsement with ESGO speaker support
 - c) Joint session at sister society's meeting
 - d) ESGO session at a national/international meeting

- For ESGO sessions, joint sessions and for endorsement with speakers, at least one member of the Scientific Committee is contact person and is involved in finalising the scientific programme for that session.

The ESGO input:

- Participation of up to 2 European speakers, ESGO members, according to the topics suggested by local organizers (or 2-4 speakers for an ESGO session or joint session if the sister society covers part of the expenses).
- ESGO may cover expenses of up to 2 speakers representing ESGO. The economic support varies according to the content and impact of event as well as according to the financial possibilities of ESGO. ESGO does not provide direct financial support to the meeting unless in special occasions approved by the Council.
- Assisting with composition of the scientific programme if required.
- Granting the ESGO logo for use in all materials reflecting endorsement
- Providing the ESGO promotional materials. ESGO Office is responsible for coordinating the shipments of ESGO materials to the venue
- Promoting endorsed event at the Meeting calendar of ESGO website

Local organizer input:

- Responsibility for all organizational and financial aspects of the meeting
- Preparation of the scientific programme in accordance with the proposal submitted to the ESGO Council as a part of application for endorsement
- Reduced registration fees for ESGO members
- Visibility of ESGO and ESGO endorsement
 - use of ESGO logo on all meeting material and meeting venue
 - display of ESGO printed materials at the meeting (insert of ESGO brochures into participation's bags and display at display tables) and/or provide a free booth to ESGO at the exhibition if requested by the ESGO office).
 - ESGO must be advertised at the back cover side of the event Program book
 - ESGO slides must be displayed between lectures or session of the ESGO endorsed meetings or state of the art events.
 - short time slot in the program for presentation about ESGO given by ESGO speaker at the beginning of the meeting
- Local arrangement regarding transportation and accommodation of ESGO speakers. Communication with speakers and ESGO Office on planning and preparation of lectures, travel arrangements and visibility of ESGO at the meeting
- Providing a short report together with 2-3 photographs and the list of participants (including the mailing list) to the ESGO office after the meeting.
- The organisers may propose or to be asked to share the scientific content of the meeting with ESGO (ppt slides, ePresentations, videos etc) for publishing at the ESGO eAcademy upon approval of speakers.

ESGO speakers input:

- Representing ESGO as a privilege of ESGO membership

- Contributing to ESGO educational initiative by sharing their expertise
- Preparing and presenting lecture in accordance with a request from local organizers
- Promoting ESGO missions and membership to the participants by a short presentation. The slides are available at the ESGO Administrative Office.

Use of ESGO logo:

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

Application process:

Applications should be submitted to ESGO Office at least 6 months in advance for ESGO sessions, joint sessions and endorsement with speakers, allowing review by the ESGO Meeting committee and approval of the ESGO Council.

For pure logo endorsement without financial support or speakers, applications should be submitted at least 4 months in advance.

Application for endorsement should include:

- Details of the meeting (country, venue, title, dates, organizer, number of participants, contact person)
- Specification of requested type of endorsement (ESGO session, joint session, endorsement with ESGO speaker support, pure endorsement)
- Preliminary scientific program
- List of suggested topics for ESGO speakers (if required)
- Official letter of national/sisters's society requesting the endorsement

Proposals for endorsement should be addressed to the ESGO Office at adminoffice@esgomail.org (by email only) while using the ESGO endorsement application form.