

## **Endorsement of Symposia/Conferences**

*Prepared by Helmut Baumgartner, Desiree Fleck, Erwin Oechslin;  
approved by the ISACHD Executive Committee at the ACC meeting 2011*

The WG on Education of the ISACHD committee evaluates competency / quality of the speakers and content / quality of the program for eligibility of endorsement. A local representative identified by the WG on Education may assist in the endorsement process if needed. The criteria for endorsement are:

- High-level scientific content, free of bias (only unrestricted grants from the industry permitted);
- Recognized educational and scientific value;
- ISACHD offers: announcement /advertisement of the meeting on the website, in the newsletter and by e-mailing to members;
- ISACHD requests: ISACHD logo on the program flyers and final program; distribution of ISACHD flyers to all attendees; 10% reduction of the registration fee for ISACHD members.

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### **Endorsement procedure:**

#### **Step 1:**

The following documents should be part of the request:

- 1) A cover letter with a presentation of the local meeting;
- 2) Program/preliminary program (electronic or paper);
- 3) Website / registration information of the event;
- 4) A brief (10-15 lines) text outlining the objectives (this text will be published on the ISACHD Website if endorsement is approved).

#### **Step 2:**

Upon reception by ISACHD of the request, and after preliminary evaluation, an acknowledgement letter will be sent, mentioning missing information for the evaluation, if any.

#### **Step 3:**

After ISACHD has reviewed all information, a final decision letter will be sent to the organizer.

#### **Step 4: Endorsement is approved**

The ISACHD logo will be forwarded in professional electronic format.

The following text should be included wherever the ISACHD logo is used:

- **"Meeting endorsed by ISACHD (International Society of Adult Congenital Heart Disease), a global umbrella organization of national/regional ACHD societies/working groups".**

Please note that prior to final pdf posting or actual printing of any announcement, preliminary or final programs, ISACHD kindly requests that proofs of the documents are forwarded to us simply to ensure that the technical requirements (including analysis, colors, resolution, etc.) of the logos have been correctly represented by the graphic artists used by each conference organizer. IACHD members will be offered a 10% reduction of the registration fee.

ISACHD will promote the endorsed event on the ISACHD web site in the section entitled "endorsed meetings" and will announce the endorsed meeting in the ISACHD newsletter and by e-mailing to ISACHD members.

A handwritten signature in black ink, appearing to read 'Erwin Oechslin', written in a cursive style.

Erwin Oechslin  
Chair, WG on Education