



Guidelines for ISE CME Meetings Program

2019

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Introduction

The ISE CME Meetings Program supports the conceptual design of local and regional meetings in underserved countries and contributes to the set-up of a faculty of international speakers who supplement local speakers. These renowned speakers participate in the events on a voluntary basis. They are dedicated to sharing their knowledge with doctors, specialists and nurses in underserved part of the world.

The goal of the program is to stimulate the interest of the local and regional endocrine communities in expanding their programs and developing relationships with experts who can provide additional information and support and develop standard curricula on specific topics.

Levels of support

The ISE CME Program includes three levels of support:

	Requirements	Application
<p>LEVEL 1 - PROMOTION</p> <p>Promotion of the event to the wider global endocrine community through our platforms (website, social media, newsletter, Global Education Hub)</p>	Active ISE membership	No specific deadline, requests to be sent to education@isendo.org
<p>LEVEL 2 - PROGRAM DEVELOPMENT</p> <ul style="list-style-type: none"> Assistance & advice in establishing a suitable scientific program and curriculum developed to meet the precise needs of the local/regional endocrinology communities Advice in selecting expert speakers in relation to the scientific program 	Active ISE membership Meeting is at least 9 months away (we suggest allowing more time for large meetings)	Two deadlines to submit requests per year: <ul style="list-style-type: none"> 1 September 1 March
<p>LEVEL 3 - FINANCIAL SUPPORT</p> <ul style="list-style-type: none"> Funding travel of up to three ISE sponsored speakers. Preferably 2 of the speakers will be from the region. Providing travel grants for young faculty, awardees, from LMIC to attend ICE meetings 	Active ISE membership Meeting is at least 9 months away	Two deadlines to submit requests per year: <ul style="list-style-type: none"> 1 September 1 March

ISE requirements for supported meetings

Visibility of ISE

The event organizers (or one of the ISE supported speakers) are requested to promote ISE and include acknowledgement of ISE support during the opening of the conference. The ISE Office will provide some slides for this purpose.

The organisers will allow a bag insert from ISE and/or a direct mail distributed to all delegates promoting relevant ISE activities and events.

Event recording

Where possible, ISE recommends recording (selected sessions of) the event with synchronised PowerPoint and voiceover, to enable wider dissemination of the event through the ISE Global Education Hub. Appropriate speaker consent, including ISE speakers, must be organised in advance.

Reports

The event organizers must submit a short report and evaluation of the congress within 2 weeks after the meeting. The report should include pictures, and if possible a list of delegates in excel format.

The post-meeting report helps ISE to assess the benefits and impact of its support. It is also a way to gather information on the main challenges and barriers for developing endocrinology in host regions and the role of ISE in present and future challenges.

The contacts collected in the delegates list will help build the ISE virtual community and to distribute information and knowledge on global endocrine health.

Non-submission of such report might lead to rejection of ISE support for next years.

ISE welcomes any pictures and short stories about the meetings at any time during or shortly after the meeting. This greatly helps us publish short news article about the meetings and regional activities as well as share successes and challenges with the global endocrinology community.

Application process

Meeting organizers are requested to submit the duly completed online application form including the (draft) scientific program and financial projection of the meeting **at least 9 months in advance.**

A call for proposals will be opened twice per year, with the following deadlines:

- 1 March
- 1 September

Although meetings in High Income Countries can also be accepted, the Education and Endorsement Working Group (EEWG) will prioritize financial assistance (level 3) for meetings organised in Low and Lower-Middle-Income countries according to the [criteria set by the World bank](#).

ISE will not provide support for industry employees or industry planned programs.

Applications are to be submitted through the following link:
<https://form.jotformeu.com/ISENDO/request-for-ise-support>

Topics of meetings

The scientific value of the event should be evident, as reflected by the selection and status of the speakers and their expertise in the field. Meeting organizers are expected to develop programs specifically related to relevant local challenges and clinical program development

rather than generic endocrinology teaching. One member of the ISE Education and Endorsement Working Group will be involved to help ensure the program is in line with these expectations.

Speakers

International authorities participate in this program on a voluntary basis. They are dedicated to sharing their knowledge with doctors, specialists and nurses in underserved parts of the world.

Presentations

Supported speakers give at least 2 lectures per event. Speakers should declare any conflicts of interest at the beginning of the talk.

Speakers are warmly invited to share their PPT presentation with ISE in order to implement ISE Educational Hub helping spreading information and knowledge to the global endocrine community.

Practicalities

The ISE CME Program supports speaker's travels to the meetings (hospitality and accommodation is expected to be covered by the organizers).

Reimbursement request forms should be filled out and sent back (together with a scanned copy of all expenses receipts) to the ISE office in Geneva within 3 weeks after the meeting.

Expenses items without receipts will not be reimbursed.

Evaluation criteria

The ISE EEWG review and comment on the applications along the following criteria:

- **Local organizers profile:** Meeting organizers must be active ISE members
- **Scientific quality of the agenda:** The scientific program needs to be fully detailed on sessions, speakers and topics. The scientific value of the event should be evident, as reflected by the selection and status of the speakers and their expertise in the field.
- **Relevance and sustainable impact of the meeting within the region:** Meeting organizers are expected to develop programs more specifically related to relevant local challenges and clinical program development. Local and regional health needs should be fully described in the application form to allow the WG to have a global overview of the past, present and future actions/challenges of the host country.
- **Selection of speakers and relevance of financial support requested:** ISE funds up to 3 speakers, depending on the size of the meeting (of which one from the neighbouring region). Any selected speaker must be a member of ISE's member society countries.
- **Target audience:** ISE gives priority to meetings with a regional outlook attracting participants from neighbouring countries. The meeting will be of additional value if it reaches out to early career researchers, women in endocrinology, and/or other healthcare providers such as nurses.
- The meeting should include public awareness actions such as a campaign targeting the general public raising awareness about healthy lifestyles.
- **Sponsors:** Any other sponsors and funding sources should be listed in the application form. This kind of information allows ISE to verify if the meeting is commercial and weight the

intervention of ISE while respecting its budget availabilities and prioritizing, if necessary, other countries' needs. In general ISE will not support meetings which already receive support independently from other endocrinology societies unless it is part of a joint effort planned with the leadership of other societies.

Timeline

Action	1 March deadline For meetings starting after 1 December that year	1 September deadline For meetings starting after 1 June the next year
Call for Proposals open	1 November	1 May
Promoting deadline in ISE news and social media	November December January February	May June July August
Deadline to apply	1 March	1 September
Initial review of submitted application forms on completeness, if necessary more information will be requested	2-14 March	2-14 September
Complete applications reviewed by EEWG	15-30 March	15-30 September
Finalise decisions	30 March	30 September
ISE Education Coordinator send outcome letters to meeting organisers	3 April	3 October
ISE Education Coordinator to start informally inviting experts Formally invite experts	5 April	5 October
ISE Education Coordinator to follow up with organisers re: <ul style="list-style-type: none"> • Communications • Link with Global Education Hub • Reporting collection 	All year	All year