



Guidelines for ISE CME Meeting Support

2021/2023

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Introduction

ISE offers member societies support for CME meetings by assisting in the conceptual design of local and regional meetings in underserved countries and contributing 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 parts of the world.

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

The support is available for both in-person and online meetings.

Support options

The ISE CME Meeting Support Program includes various options that can each be requested, or combined:

Support Options	Requirements	Application
PROMOTION		
<ul style="list-style-type: none"> Promotion of the event to the wider global endocrine community through our platforms (ISE website, social media, newsletter, ISE Global Education Hub). 	<ul style="list-style-type: none"> Active ISE membership 	<u>Deadline for submission:</u> 1 month before the event
PROGRAM DEVELOPMENT		
For in-person meetings <ul style="list-style-type: none"> Assistance and advice in selecting up to 3 topics for the scientific program tailored to the needs of the local/regional endocrinology community. 	<ul style="list-style-type: none"> Active ISE membership Provide a preliminary version of the scientific program with learning objectives, content streams, and topic outline showing the scientific relevance of the meeting within the region 	<u>Deadline for submission:</u> 9 months prior to the event
For online meetings	<ul style="list-style-type: none"> Active ISE membership 	<u>Deadline for submission:</u>

<ul style="list-style-type: none"> Assistance and advice in selecting up to 3 topics for the scientific program tailored to the needs of the local/regional endocrinology community. 	<ul style="list-style-type: none"> Provide a preliminary version of the scientific program with learning objectives, content streams, and topic outline showing the scientific relevance of the meeting within the region 	<p>6 months prior to the event</p>
<p>FACULTY SUPPORT</p>		
<p>For in-person meetings</p>		
<ul style="list-style-type: none"> Advice in selecting and support for inviting up to 3 international expert speakers in relation to the scientific program. Funding travel of up to 2 ISE sponsored speakers, depending on the complexity of the program (number of days and sessions) and expected number of attendees. Providing travel grants for young faculty, awardees, from LMIC to attend regional meetings. 	<ul style="list-style-type: none"> Active ISE membership Provide a preliminary version of the scientific program with learning objectives, content streams, and details on sessions showing the scientific relevance of the meeting within the region 	<p><u>Deadline for submission:</u> 9 months prior to the event</p>
<p>For online meetings</p>		
<ul style="list-style-type: none"> Advice in selecting and support for inviting up to 3 international expert speakers in relation to the scientific program. 	<ul style="list-style-type: none"> Active ISE membership Provide a preliminary version of the scientific program with learning objectives, content streams, and details on sessions showing the scientific relevance of the meeting within the region 	<p><u>Deadline for submission:</u> 3 months prior to the event</p>

ENDORSEMENT		
<ul style="list-style-type: none"> Organisers can request ISE to endorse the meeting in its entirety, whereby the full scientific program gets a stamp of approval from ISE. Upon agreement, the organiser may acknowledge this in the program and event communications and may also include ISE’s logo. <p>Please note that the use of the ISE logo on educational programs is reserved only for endorsed events. No other educational meetings are allowed to carry the ISE logo.</p>	<ul style="list-style-type: none"> Active ISE membership Final scientific program with full details on content streams, learning objectives, sessions, speakers, and topics showing the scientific relevance of the meeting within the region Disclosure of other sponsors/funding sources Disclosure of any relevant conflict of interest from the organisers 	<p><u>Deadline for submission:</u></p> <p>At least 4 months prior to the event</p>
<p>All requests to be sent to education@isendo.org</p>		

ISE requirements for supported meetings

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 organisers 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 Working Group will be involved to help ensure the program is in line with these expectations.

Speakers

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

Supported speakers can be requested to give more than one lecture per event. Speakers should declare any conflicts of interest at the beginning of their talks.

Practicalities (for in-person meetings)

In case ISE financially supports faculty to in-person events, the ISE CME Meeting Support Program covers speaker's travels to the meetings. Hospitality and accommodation is expected to be covered by the organisers.

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

Expense items without receipts cannot be reimbursed.

Visibility of ISE

The event organisers (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 slides for this purpose.

The organisers will allow a bag insert from ISE and/or include reference to relevant ISE activities in promotion mailings of the event.

Event recording

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

Reports

The event organisers must submit a short report and evaluation of the event within 2 weeks after the meeting. The report should include number of attendees, a synopsis of the key sessions, evaluation feedback and on-demand access to the recorded lectures, if available. A report template will be provided by the ISE Office.

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 programs.

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 organisers are requested to submit the duly completed online application form including (depending on the support option requested) a preliminary draft or final version of the scientific program of the meeting within the time frames indicated under Support options.

Although requests for support of meetings in Upper-Middle and High Income Countries can also be accepted, the ISE Education Working Group will prioritize financial-related support 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 will be reviewed within 2 weeks of submission. We will contact you if we need any additional information. The final decision will be communicated to you within 1 month, at the latest, since receipt of the application.

[Applications are to be submitted through this application form.](#)

Evaluation criteria

The ISE Education Working Group reviews and comments on the applications along the following criteria:

- **Local organisers profile:** Meeting organisers must be a member of an active ISE member society
- **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 organisers are expected to develop programs 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 ISE Education Working Group 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 2 speakers for in-person meetings, depending on the size of the meeting. 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 ideally 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 commercially supported and weigh the intervention of ISE while respecting its budget availabilities and prioritizing, if necessary, other requests. 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.