Guidelines for ISE CME Meeting Support

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ISE Office Contact Details
ISE Office - Education Coordinator
Email: education@isendo.org
Tel: + 44 1454640477
Address: Starling House | 1600 Bristol Parkway North | Bristol | BS34 8YU |UK

Website: www.isendo.org

Introduction

ISE offers member societies support for CME meetings by assisting in the conceptual design of local and regional meetings in developing 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	Fee *	Requirements	Application
1. PROMOTION			
For all type of CME meetings Promotion of the event to the wider global endocrine community through our platforms (ISE website, social media, newsletter, ISE Global Education Hub).	Free	• Active ISE membership	Deadline for submission: **1 month** before the event
2. PROGRAM DEVELOPMENT			
For in-person meetings Assistance and advice in selecting up to 3 topics for the scientific program tailored to the needs of the local/regional endocrinology community.	Free	• Active ISE membership • Provide a draft of the scientific program with topic outline, content streams and/or learning objectives showing the scientific relevance of the meeting within the region	Deadline for submission: **9 months** prior to the event
For online meetings Assistance and advice in selecting up to 3 topics for the scientific program tailored to the needs of the local/regional endocrinology community.	Free	• Active ISE membership • Provide a draft of the scientific program with topic outline, content streams and/or learning objectives showing the scientific relevance of the meeting within the region	Deadline for submission: **6 months** prior to the event
3. FACULTY SUPPORT			
For in-person meetings Advice in selecting up to 3 topics with support for inviting respective international ISE expert speakers in relation to the scientific program.	**5,000 USD *** Speaker travel cost to be included in local event budget	• Active ISE membership • Provide a draft of the scientific program with topic outline, content streams and/or learning objectives showing the scientific relevance of the meeting within the region • Local society responsible for all speaker travel arrangements and event logistics	Deadline for submission: **9 months** prior to the event

For online meetings Advice in selecting up to 3 topics with support for inviting respective international ISE expert speakers in relation to the scientific program.	**5,000 USD ***	• Active ISE membership • Provide a draft of the scientific program with topic outline, content streams and/or learning objectives showing the scientific relevance of the meeting within the region • Local society responsible for all speaker coordination and recordings	Deadline for submission: **6 months** prior to the event
4. ENDORSEMENT			
a) Partial program support Advice in selecting up to 5 topics with support for inviting the respective international ISE expert speakers in relation to the scientific program **& ISE endorsement** of the full event	**10,000 USD *** Speaker travel cost to be included in local event budget	• Active ISE membership • Provide a draft of the scientific program with topic outline, content streams and/or learning objectives 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 • Local society responsible for all speaker travel arrangements and event logistics	Deadline for submission: **9 months** prior to the event
b) Full-day program development Support with program design for a full 1-day CME meeting with session development and coordination of up to 10 international ISE expert speakers (session descriptions, learning objectives, speaker bio etc.) **& ISE endorsement** of the full event	**20,000 USD *** Speaker travel cost to be included in local event budget.		
c) ISE Endorsement alone ISE endorsement of the full event, without further involvement in the scientific program or speaker invitations	**7,500 USD ***	• Active ISE membership • Full scientific program with 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	Deadline for submission: **4 months** prior to the event

What does endorsement imply? 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 include ISE's logo.

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.

* ISE member societies from Low-Income and Lower-Middle-Income Countries (as per the World Bank classification) requesting support may apply for a reduced or waived fee.

ALL REQUESTS TO BE SENT TO education@isendo.org

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 educational needs and clinical knowledge 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.

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)

The ISE CME Meeting Support Program does not cover the expense of speakers' travels to the meetings. These costs, as well as hospitality and accommodation are expected to be covered by the organisers. All arrangements regarding reimbursement should be done between the host society and the speakers directly.

Visibility of ISE

The event organisers (or one of the ISE 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 promotional materials from ISE to be featured at the event 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 event at any time during or shortly after the meeting. This greatly helps us publish short news article about activities from ISE member societies and regional updates 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 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-Income Countries and High-Income Countries can also be accepted, the ISE Education Working Group will prioritize support for meetings organised in Low-Income and Lower-Middle-Income Economies Countries according to the criteria set by the World Bank.

ISE will not provide support for 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 the application form found on the ISE website.

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 have detailed information on sessions, speakers, and topics. The scientific value of the event should be evident, as reflected by the selection and status of the invited 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 educational challenges and clinical knowledge 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 support requested:** ISE can recommend and invite up to 5 speakers per meeting, and 10 speakers in the case of a full 1-day CME 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 the profile of a healthy lifestyle.
- **Sponsors:** Any other sponsor 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. 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.