

The Endocrine Society (the Society) has established Endorsement and Sponsorship Policies for situations where the Society is asked to publicly express approval of (or support for) an event, activity, or educational program that is developed by an outside entity. The Scientific & Educational Programs Core Committee (SCIED) is responsible for the review of all requests and has established the following procedures for submission and review of endorsement requests:

1. For consideration, all events, activities, or educational programs must meet the following criteria:
  - a. The program must be compatible with the Society’s mission and strategic plan and have a clear endocrine-related mission
  - b. There must be a demonstrable benefit to the Society and/or Society members from the endorsement
  - c. Society members must be among the organizers, speakers, and/or participants
  - d. Commercial supporters of the event (if any) may not influence the content of the program, the speaker/participant selection, or the content of the report or other documents produced from the endorsed program
2. All applications must be submitted no less than **45 days** before the scheduled event; submissions less than 45 days before a scheduled event will be considered late and cannot be reviewed. Applications will be reviewed on a semi-annual basis; the next deadlines for applications are **October 3, 2014 and February 17, 2015**. Exceptions to these timelines may be made for applications which do not request financial support.

Current submission timelines:

Event Date	Submission Deadline	Decision Confirmed
November 17, 2014 or later	October 3, 2014	October 27–31, 2014
April 3, 2015 or later	February 17, 2015	March 23–27, 2015

3. Applicants must provide all requested information; incomplete applications or those without supporting documentation will not be reviewed.

Endorsement of an event, activity, or educational program is offered under the following terms:

1. The Endocrine Society reserves the right to decline any request.
2. No warranty or guarantee shall be conveyed by the Society’s endorsement. The Society’s endorsement shall not include the content of any presentation or materials provided at an endorsed event or, without review by the Society and a separate agreement, any report or other materials published from the event. The outside entity must agree to indemnify the Society against all claims and related costs arising from the event, activity, or product endorsed.
3. Approved programs may be advertised as “Endorsed by the Endocrine Society” with approved use of the Society’s logo. The Society will provide limited marketing support, including featured listing on the Worldwide Endocrinology Calendar and inclusion in appropriate communications to members, as deemed relevant and appropriate. The Society will not provide CME credit for endorsed programs.
4. The Endocrine Society name, logo, acronym, and tag line are the exclusive property of the Endocrine Society and may only be used with permission.

**A. Basic Information**

Complete the following fields regarding the event, activity, or educational program to be endorsed. Attach this form as a coversheet to other application materials, as described below.

Title of event, activity, or educational program

Yes  No

Name of sponsoring (organizing) institution

Is this a non-profit organization?

*Programs sponsored by for-profit organizations are only eligible for endorsement with a negotiated financial benefit to the Society. If applicable, describe the proposed benefit to the Society in the application documentation.*

Location of event, activity, or educational program

Date(s)

Expected number of attendees

Name and Institution of program chairperson, chief organizer, or person otherwise responsible for content planning

Name and Institution of contact person regarding endorsement

Email address

Phone number

Yes  Will the endorsed program be supported by educational grants from commercial supporters?

No  *If yes, attach a list of requested and confirmed supporters, including the amount of each request/grant.*

Yes  Will commercial supporters (if any) have influence on the content of the program, the speaker/participant

No  selection, or the content of the report or other documents produced from the endorsed program?

*If yes, please describe.*

Yes  Is financial support from the Endocrine Society being requested?

No  *If yes, attach a detailed budget with all anticipated sources of revenue (i.e. registration fees, commercial support, grants, etc.).*

*Financial support is restricted to a maximum of \$2,500 in the form of five \$500 travel grants for early-career professionals (i.e. fellows, trainees, etc.) to attend the endorsed program. Financial support is dependent on the funds available and the number of funding requests. The Society cannot guarantee funding for submitted requests, even if endorsement is approved.*

**B. Application Documentation**

Please attach a letter or proposal for endorsement detailing your request. Be sure to address the following points:

1. The program must be compatible with the Society's strategic plan and have a clear endocrine-related mission
2. There must be a demonstrable benefit to the Society and/or Society members from the endorsement

In addition to the letter, provide the following documents:

- A draft program agenda, including speaker names (either confirmed, invited, or suggested)
- A listing of program organizers, organizing committee members, or other persons involved in content planning
- An indication of the participation of Endocrine Society Members among the program speakers and planners (highlight Society members, attach a separate list, etc.)

If applicable, include the following:

- If request is from a for-profit organization, a proposal of financial benefit to the Endocrine Society
- If applicable, a listing of requested and confirmed commercial supporters, including the amount of each request
- A description of any influence commercial supporters may have on the program, and how that influence is managed
- If seeking financial support from the Society, a detailed budget with all anticipated sources of revenue
- If program was endorsed in the past, include an outcomes analysis from the past program(s): attendee evaluations, etc.