International Atherosclerosis Society (IAS) Endorsement of Educational Activities

Guidelines and Procedures for non-IAS member Societies

1. Definition

"Endorsement" by the IAS designates recognition of a professional conference activity of high scientific and/or educational level.

2. Introduction

The IAS is committed to maintaining and promoting an international exchange of information in atherosclerosis and related metabolic diseases. The goals of the IAS specifically state that a major effort should be made in the academic, clinical and corporate setting to create links of communication for clinical laboratory scientists and physicians through highly qualified professional meetings which the IAS may support in a variety of ways.

With the above in mind, congress and conference organizers, both of IAS-associated conferences and outside the IAS, have frequently contacted the IAS to request assistance from the IAS in promoting, advertising and supporting their meetings.

The IAS, for its part, is greatly interested in lending as much support as it can towards the success of high quality meetings which will contribute to the awareness and appreciation of information pertinent to atherosclerosis from basic science, laboratory medicine, and clinical research as well as the contributions of these disciplines to the delivery of appropriate health care. This desire by the IAS prompted the preparation of these guidelines.

3. Purpose of IAS Endorsement

The IAS is interested in granting its Endorsement for meetings, conferences and congresses which comply with these guidelines, in order to assist conference organizing committees to promote their meeting and attract a large professional participation.

The granting of IAS Endorsement, and its involvement in conferences enhancing the field of atherosclerosis and related metabolic diseases further the reputation of the IAS.

4. Purpose of Guidelines

These guidelines have been prepared to:

- Assist groups to apply for the endorsement by the IAS for their meetings, symposia, conferences and congresses.

- Review the scientific and educational contents of those events for which an application for IAS endorsement has been received.

- Offer the experience of IAS as assistance to the applicant groups with any aspect of the organization of the event or its program content, especially in promoting the meeting on the IAS website, and where deemed appropriate, suggesting help with scientific content.

5. Eligibility for IAS Endorsement

IAS Endorsement may be sought:

- Assist Any IAS member or non-member Society, Specialty Group, or Corporate Entity.

- The organizing committee of any meeting, conference or congress outside the IAS in which the meeting topics are directly related to the goals of the IAS.

- On occasion the IAS may invite such organizing committees to apply for IAS Endorsement.

6. Application Process
Applications should be submitted to the Committee on Educational Activities of the IAS using the application form.
All relevant details of the scientific/educational program, venue, and meeting organization should accompany the application form.
Applications should normally be made at least six (5) months in advance in order that IAS may have some meaningful impact on the development and promotion of the meeting.

7. Approval of IAS Endorsement
The IAS Committee on Educational Activities will review the application and take a decision based on the excellence of the event.
The chairman of the IAS Committee on Educational Activities will inform the applicant of the decision in writing.
Where IAS Endorsement is approved the applicants will be expected to acknowledge the support of the IAS towards the success of the meeting in the official program of that event.

8. IAS Support
Financial Support
The granting of IAS Endorsement does not imply any financial agreement between the organizers of the event and the IAS.

Publicity and Promotion

The granting of IAS Endorsement indicates that the official IAS logo should be used on all relevant brochures and publications. It is available from the IAS Secretariat. Guidelines regarding the use of the logo may be found below.

Notices of meetings approved for IAS Endorsement will be included in the list of Meetings, which is part of the IAS website (www.athero.org) and e-Newsletter.

Scientific and Educational Program
The organizing committee of meetings granted IAS Endorsement may request assistance from the IAS either for the recommendation of speakers or for the organization of symposia or workshops. Any such assistance provided will not be at cost to the IAS.

9. Obligations towards the IAS

Applicants for IAS Endorsement must not make any claims for IAS support until written approval has been obtained. In order to obtain the IAS Endorsement the organizing committee of the meeting requesting IAS endorsement has the responsibility to:

- The President/person in charge of the meeting must send the IAS (info@athero.org)
    - o an official letter of request to the IAS President,
    - o the application form to the IAS,
    - o the scientific program,
    - o relevant information (e.g. list of Program Committee members, list of sponsors,   list of the speakers, etc.) and
    - o other requests (e.g. level of IAS participation: use of IAS name only, use of the IAS logo, suggestions for the development of the scientific program, link to the IAS website, etc.) about the meeting.

- Guidelines for the use of the logo
    - o Use the IAS logo on all promotional material
    - o The logo must be no smaller than that of the organizing society, other endorsing organizations, or commercial companies
    - o Placement of the IAS logo must be separate from that of any commercial support (so as notto be associated with the commercial support).
    - o The logo should be on the front cover
    - o All printed materials using the logo must be approved prior to printing. Allow 2 weeks for approval from the IAS
    - o The logo will be forwarded by the office on request from the organizers

- Insert an acknowledgement of IAS support in the event program

- Notify IAS of any major changes in the arrangements for or content of the approved event

- Supply IAS with complete files of all brochures and publications of the approved event, including the final handbook/program and abstract book

- Maintain the highest professional standards with regard to the scientific and educational content of the event

- All meetings are requested to send a final list of participants with complete contact information to the IAS

- All meetings are required to send a summary report following the meeting to be posted on the website.