

***Adopted on March 28, 2023***

## **POLICY CONCERNING THE INTERNATIONAL SYMPOSIUM ON ATHEROSCLEROSIS (ISA)**

In furtherance of its mission the IAS shall every three years cause to be convened The International Symposium on Atherosclerosis (ISA).

**Host Society:** ISA may be produced in partnership with one or more member societies who will be designated as the “host society/societies.”<sup>1</sup> No later than three years prior to the ISA, the IAS Board of Directors shall select the location and host society after review of proposals submitted in response to a request for ISA host proposals issued by the IAS Executive Committee.

**Joint Production Agreement:** Within 90 days of the selection of the host society the IAS Executive Committee and the host society shall negotiate and execute a joint production agreement (JPA) designating each parties’ respective obligations and responsibilities in production of the symposium. The JPA shall specify each parties’ financial obligations and the manner in which financial proceeds shall be equitably divided between the IAS and the host society.

**Planning Committee:** The IAS Executive Committee and the host society shall appoint members of the ISA Planning Committee. The ISA Planning Committee shall be comprised of a mutually agreed upon number of members but no fewer than eight members. IAS and the host society will each appoint an equal number of ISA Planning Committee members. The host society shall appoint a Chair of the ISA Planning Committee. The IAS President and the IAS Executive Director will serve as ex-officio members of the ISA Planning Committee.

The ISA Planning Committee may establish subcommittees comprised of members of the ISA Planning Committee or others. The ISA Planning Committee may delegate to subcommittees subject matters including but not limited to the scientific program, the social program, sponsor relations, and financial oversight. The chairs of the subcommittees shall be appointed by the Chair of the ISA Planning Committee.

The ISA Planning Committee may select and contract with a meeting professional congress organizer (PCO) to provide services in the planning and management of the symposium. The selection of the PCO and the terms of its meeting management contract must be agreed to by the IAS Executive Committee.

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<sup>1</sup> As used herein, “society” refers to singular “society” or plural “societies” as applicable.

IAS, the host society, and the planning committee shall promote diversity, equity, and inclusion in all aspects of the ISA, including in the appointment of committee and subcommittee members, in the selection of program speakers, and in the promotion of registration and attendance.

### **Engagement of IAS Member Societies**

The IAS and the ISA Planning Committee shall engage the IAS member societies through the IAS Regional Federations in the planning, production, and promotion of the symposium. Engagement will include but not be limited to:

(1) Proactively promoting the opportunity to serve as a host society through the IAS Regional Federations and sharing the request for ISA host proposals with all member Societies.

(2) Recruitment of members of the Planning Committee and its constituent subcommittees from the ranks of the leadership of IAS member Societies. A wide geographic representation of member Societies is desirable.

(3) Soliciting suggestions for program topics and program presenters from IAS member Societies.