**Policy and Procedure IPTA endorsement of meetings by outside organizations**

This document refers to the process for IPTA endorsement of a meeting/congresses/educational events (in person and virtual) as requested by an outside organization / association.

The request should go to the IPTA EC for initial approval to proceed through the IPTA endorsement process.

The endorsement process should only be initiated if IPTA members / committees take part in developing the meeting. IPTA is not willing to have paid joint sessions in congresses of other societies, but if there is a reciprocal agreement, IPTA can implement agreements between two societies that speakers are exchanged between both societies for their congresses and the sending society pays for travel costs, whereas the receiving society waives congress fees.

**Endorsement Requirements**

* Program must reflect a theme consistent with the mission of the IPTA and be of interest to its membership.
* Program ideally should have an international focus.
* Program must have a diverse faculty list in terms of gender and region, etc
* Program must not conflict with the timing or geographic location of any IPTA-organized event
* Recurrent or annual educational events must seek endorsement each time the program is organized; no ongoing endorsements are issued by the IPTA.
* Endorsement request must be submitted before the Program is finalized.
* Every effort should be made to have diversity in faculty in both gender and region.
* IPTA members / committees take part in developing the meeting

If approved to move forward, the steps are as follows:

1. EC names an IPTA Committee or Community or single IPTA member (council members) who will take part in the process and be responsible for liaising with IPTA Council. In case of an educational meeting, IPTA Education Committee will be integrated in the process.

2. The IPTA EC should also determine the necessity / added value of a review by any

other standing IPTA committee as appropriate based on the topic and/or scope of

the document (e.g. AHNP Committee, Education Committee, organ specific communities, etc.).

3. As a second step, the program of the event, must be reviewed and approved by the IPTA Council (average turnaround time of 4 weeks). This approval can be unconditional or contingent on incorporation of specific feedback / recommendations.

4. IPTA Endorsement and any restrictions or codicils should be forwarded in the form of a

letter from the IPTA EC to the requesting organizational representative

All endorsements are at the discretion of IPTA, and all decisions are final.

Expectations from IPTA:

• Reduced Registration fees to members of IPTA which we consider mutually

beneficial.

• IPTA name and Logo appearing appropriately across all publications of the

meeting/workshop. Copies of all material to be supplied to IPTA.

• IPTA is open to hearing other potential deliverables that could be beneficial to both

parties.

IPTA requires that at the conclusion of all IPTA endorsed meetings/workshops, a summary report be submitted to the IPTA EC outlining the final number of attendees, important outcomes and any other highlights within 2 weeks of the meeting ending.

Benefits to Meetings or Workshop being Endorsed:

• Use of the IPTA name and Logo

• IPTA advertisement across all available Media

• IPTA advertisement when exhibiting

• Post workshop/meeting advertisement

IPTA endorsement does not include financial support or guarantees.

**Online - Application- all fields are required. If any are left blank, your application might not be approved.**

Please complete the following form and upload the appropriate documents in support of your request.

Event Title

Event End Date

Name of Organizing Society/Institution/etc.

Please provide the full name of the organization that is producing this event and a brief description of the organization. Max 500 words

Event Location

City, State/Province

Country

Your Name

Your Email: We will contact you at this address regarding the results of your submission's review.

Which of our member types would be most interested in this event and why? Max 500 characters

Event Description

IPTA strives to have a diverse program in terms of faculty in both gender and region. How will you address diversity? Please list speakers and moderators’ names, university, and email addresses.

Please provide an overview of the program, including faculty list noting diversity in gender and region, as well as session topics. Attaching the program brochure is also acceptable.

Outline of suggested IPTA support

Outline of IPTA benefits