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| Change history | |
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| Version | Change details |
| 1.0 | New document |
| 2.0 | New Policy template. Content reworked to include endorsement of research studies. |

1) Introduction, Purpose and Scope of this Policy

This Policy explains the process of dealing with the requests to the European Society of Anaesthesiology (ESA) for endorsements and use of ESA logo for Promotion of Scientific Meetings and Activities, Research projects, Education projects and Guidelines, all hereinafter referred as “event”.

Endorsement means to declare one’s approval of an action/event.

Endorsement of an event by the ESA carries significant weight and has the potential to increase impact (e.g. attendance numbers), the prestige of the organising body and also the likelihood of funding, the latter possibly leading to a material advantage to the organisers.

Endorsements should not be mixed up with Sponsorships. For sponsorship, please refer to the relevant policy.

2) Definitions (if applicable)

N/A.

3) Roles and Responsibilities (if applicable)

N/A.

4) Policy

Endorsement of Scientific Meetings (congresses)

a. Applicant

The applicant is the person taking responsibility of officially submitting the request for endorsement to the ESA. The applicant must be able to act on behalf of the institution legally responsible of the Scientific Meeting (organiser).

b. The Application

The Applicant must provide all information requested to complete the application for the endorsement:

Namely:

1. Fill the ESA endorsement form.

2. The preliminary programme at the time of the application. The preliminary programme must contain at least the session titles and the speakers. The final programme has to be sent as soon as it's ready and always before the event takes place.
3. The number of CME credits granted by a European body.
4. In the case this is not applicable (national meeting), the number of Educational credits granted by the National/Regional body.
5. In the case no CME are granted for the event, provide an explanation about the reasons why the CME credits are not provided and a full overview of the programme (programme at a glance) highlighting the industry sessions.
6. The ratio of female to male speakers.
7. Ratio of female to male members of the organising society.
8. Highlight of the exceptional merits.
9. Hot topics presented in the event.
10. List of other societies endorsing the event. If it's a national event, endorsement by the national society is mandatory.
11. List of scientific committee members who elaborated the programme and declaration of conflicts of interests of these committee members.

c. Timing:

The application must be submitted at least 6 weeks before the event.
ESA process can take up to 4 weeks to inform the applicant about the request.

d. Criteria for endorsement

The criteria to grant the ESA endorsement are the following ones:

1. relevance of the programme related to the ESA activities and mission. This means that content and subject matter should be directly related to anaesthesiology, intensive care medicine, emergency and critical care, perioperative medicine, pain management, patient safety and should be relevant to anaesthesiologists practising in Europe.
2. the eligibility of the programme for CME credits (or other national/regional bodies).
3. the ratio of female to male speakers must be adequate where "adequate" means that ESA does not ask for a specific quota, but will evaluate the adequate representation of female speakers, case by case.
4. highlight of the exceptional merits.
5. hot topics presented in the event.
6. any other important evaluation related to the event submitted.

e. Mechanism for granting ESA endorsement

The chairs of the scientific committee receive the endorsement requests, with all the documents listed on the paragraph *b. The application*.

The two scientific committee chairs make an independent review.

Outcome:

- The event is endorsed if both the scientific committee chairs agree (2 votes in favour).

- The event is not endorsed in the case none of the scientific chairs agrees (2 votes against).
- In the case the two scientific committee chairs have a different opinion (one against, one in favour), the Board will discuss the endorsement request.

All the endorsements approved/rejected by the scientific committee chairs, will be ratified by the Board. As soon as the endorsement is officially approved by the Board, the outcome will be communicated as quickly as possible to the applicant.

In all cases the involvement of the ESA carries with it the implication that the event has been evaluated by the ESA scientific committee chairs in terms of its scientific content, accuracy, probity, etc, and approved by the ESA Board of Directors.

f. Roles and Responsibilities

The applicant/organising society that receive ESA endorsement, will be able to:

1. use of the words “Endorsed by the Europeans Society of Anaesthesiology (ESA)”
2. use of the ESA logo on published material related to the event.
3. benefit from ad hoc measures by ESA to promote the event, to be decided by the Board under specific request from the event organiser.

All the points refer to the endorsed event only. ESA endorsement is time limited and does not automatically apply on a recurring basis.

The applicant/organising society of the endorsed event will:

- add the link to ESA website, where mentioning the endorsement.
- add the ESA events (Euroanaesthesia, Focus meeting, other events) in their website under a suitable page.

The ESA will publish on the “upcoming events” calendar on the ESA website all the endorsed events.

g. European National Anaesthesiology Society Meetings

Since European National Anaesthesiology Societies are members of the ESA through ESA National Society Committee (NASC), the ESA would normally endorse these activities as part of its external educational programme.

Endorsement should be asked at least 6 weeks prior to the event. All requests not meeting this deadline will be automatically rejected.

Other endorsements (research, guidelines, etc.)

a. Research Project Endorsement Request (including but not limited to Survey Study, Research Study, EU Funding application...)

- Send an official request for the endorsement to research@esahq.org. The email should include expectations from the applicant.
- Fill in the ESA Endorsement Research Application Form that will be reviewed by ESA Research Committee Members.
- Final decision of endorsement by ESA should be taken by the ESA Board.

Additional note for surveys, regarding survey requests : if survey is already a complete questionnaire and if request is to benefit from ESA Network through mailing to ESA members, survey promotion requests shall directly be sent to communication@esahq.org. Research Department shall only be contacted for survey that need ESA experts to be involved in survey building process.

b. Guidelines Endorsement Request

- Send an official request for the endorsement. The email should include expectations of the requesting society (use of ESA network for dissemination? Promotion on ESA website? ...), and a copy of the preliminary guideline to be endorsed.
- Preliminary version of the guidelines will be reviewed by ESA experts.
- *ESA Guidelines Committee and relevant sub-committees should have the opportunity to comment/ feedback for improvements.*
- Final decision of endorsement by ESA should be taken by the Guidelines Committee.
- *Important note: ESA does not endorse national societies guidelines.*

5) External References

POL_ADM_04 Conflict of Interest Policy
SOP_GUI_01 ESA Guidelines Production SOP

6) Appendices

SCI_02_F1 Endorsement Application form
RCH_01_F2 ESA Endorsement Research Application Form