



GUIDELINES FOR NATIONAL SOCIETIES EVENT ENDORSEMENT BY THE ERS

The ERS is frequently asked to endorse educational activities or scientific meetings. It is key to maintain certain standards of performance and scientific quality in every initiative where the Society actively appears. If you are a national society in the respiratory field from a country in which ERS has a Memorandum of Understanding agreement and you are interested in organising your main, annual event that require the ERS official endorsement, carefully read these guidelines and duly fill in the application form.

For any question, contact the ERS Office – scientific@ersnet.org.

ENDORSEMENT CRITERIA

The proposed meeting/event (scientific and/or educational) should:

- be organised by a national society in the respiratory field, based in a country where ERS has a Memorandum of Understanding agreement
- be the main, annual event of the society
- be delivered in the country of national society
- have a programme available in English
- treat topics, not in competition with the events organised by the ERS,
- have the high-quality programme and faculty (contents and CME credits),
- involve active ERS Officers and Members, as well as international and European speakers in the programme,
- present in the programme a reasonable country and gender balance,

Important:

The ERS is unable to endorse activities or meetings where financial support is received from a **single sponsor**.

RECOMMENDATION

Accreditation: the ERS recommends Event Endorsements' requestors to have their events accredited by EBAP (European Board for Accreditation in Pneumology).

The benefits of CME accreditation can be summarised as follows:

- The event will be internationally recognised as a quality CME activity as the content of the programme is carefully assessed by specialists in the field.
- Physicians taking part in the event will be able to claim internationally recognized CME credits and are assured the event has been assessed using international criteria. Potential for bias is thus reduced.

Important:

The **clinically focused** events that request ERS endorsement for the 3rd time should have **EBAP accreditation**

For any questions regarding CME accreditation and how to proceed, please contact EBAP directly (ebap.info@ebap.org) or visit EBAP's website (www.ebap.org).

PROCEDURE

The organiser/s must return the completed application form in English to the ERS office: at least 4 months' advanced notice is advised. This application will be forwarded to the relevant groups of reviewers who will:

- review the proposed programme with particular regard to the objectives and the scientific quality of the programme;
- assess the interest of the ERS in endorsing the educational/scientific event;
- provide inputs to the final decision's makers

The ERS decision (including major comments) will be sent to the event's organisers by the ERS Office.

Important:

Incomplete applications submitted 1 month or less before the event will be automatically rejected.

ENDORSEMENT BENEFITS AND COLLABORATION

Upon approval, the ERS will:

- advertise the event in the ERS Meeting Calendar on the ERS website ([LINK](#));
- promote the event through communication channels (such as Twitter or Facebook when applicable).
Please note that no direct mailing can be sent for an endorsed event.
- share new research from your event as news articles on the ERS website where applicable. Please send on any press releases to the ERS communications team: dawn.ould@europeanlung.org

Note that:

- The ERS endorsement does not involve financial or administrative support by the ERS.
- The ERS offers the possibility to submit for publication the proceedings of the event or the abstract books in the European Respiratory Journal, Review and/or ERS Publications (at the Organiser's cost) upon approval of the ERS Journals Editors (acceptance is not automatic).

In exchange the Organiser of the event should:

- Mention "Endorsed by the ERS" with the ERS name and logo printed on the programmes and other printed or electronic document. A copy and links should be sent to the ERS Office prior to the event;
- Submit the proofs of the Programmes and printed materials to the ERS Office;
- When possible, offer the possibility to the ERS for promotion onsite (stand, inserts distributed with meeting material, distribution of flyers, intersession slides, and other promotion channels available onsite);
- When possible, reduce the registration fees for ERS Members.

Restriction:

The use of ERS logo on articles and report material published after the event in non-ERS publications is not authorized, unless a specific agreement has been set with ERS.