**APPLICATION FORM FOR THE ESPNIC´S ENDORSMENTS FOR SCIENTIFIC ACTIVITIES, TRAINING MEETINGS, PUBLICATIONS AND OTHER ACTIVITIES**

It is necessary to complete all the sections and send by electronic mail (email).

The Secretariat must send a reply to the interested party within a maximum period of 30 days from the receipt of the request.

If necessary, an attachment form can be included.

If you need any other information or help to complete the form, you can request it from the ESPNIC secretary by e-mail.

A) NAME & DATE OF THE ACTIVITY (Full name and acronyms)

B) PERSON RESPONSIBLE FOR THE ACTIVITY

Director / Author (Please indicate the name, hospital/university, city and country)

Name:

Hospital:

Address:

Tel:

E-mail:

Are there members of ESPNIC involved?

**Contact person (if different) - address, e-mail and telephone**

First name:

Address:

Tel:

E-mail:

Are there members of ESPNIC involved?

OTHER PARTICIPANTS OF THE ACTIVITY

Indicate if the people are members of the ESPNIC

Please indicate if the activity is presented by a Working Group or SECTION of the ESPNIC

Location of the activity

C) Declaration of potential conflicts of interest

D) REASONS FOR THE ENDORSEMENT: importance of the activity

E) **Objectives of the Activity**

General purpose

Specific objectives

F) **Population target and Scientific Field in which the Activity is Focused**

G) **Programme of the Activity**

H) **Teaching Methodology**

I) **Evaluation Method**

J) **Financing**

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| Agreement of endorsement obligations and responsibilities. |
| 1. ESPNIC endorsement provides:

1.1 Inclusion in the database of activities of the ESPNIC;* 1. Advertisement through ESPNIC website and members mailing list and newsletter
	2. Permission to show the ESPNIC logo in the documentation, mail and web page of the activity, along with the legend "with ESPNIC endorsement"
1. Requirements for endorsed activities:
	1. For conferences, meetings, courses or other educational activities subjected to a registration fee payment, ESPNIC may ask a contribution up to 5% of the registration fee for each paying participant.
	2. Unless there is a contractual agreement, the endorsement does not entail any financial or other obligations/liabilities on the part of ESPNIC.
	3. The ESPNIC Office receives and approves a copy of anything that uses the ESPNIC logo prior to its release to ensure adherence to this policy.
	4. The ESPNIC endorsement will allow reciprocal marketing arrangements (ie access to the mailing list/email database of the society/organisation requesting the endorsement…)
	5. The ESPNIC cannot be considered liable for any endorsed activity project.
	6. Events will not be held during ESPNIC annual meeting; this includes 3 days before or after the actual meeting dates.
	7. All efforts will be made to maintain scientific high standards.
	8. Any proceedings/reports will carry the ESPNIC logo.
	9. If online material is available, there will be a link to the ESPNIC website.
	10. ESPNIC office should receive a copy of any document that contains ESPNIC logo prior to publication/distribution.
	11. The organiser will adhere to the logo usage guidelines (provided on approval).
2. Renewal of endorsement
	1. Meetings, conferences, websites and online tools will be endorsed in an annual basis and will require a renewal of contract for new editions or if modifications to content are made.
	2. Publications, networks and partnerships endorsement is permanent unless withdrawn.
3. Endorsement withdrawal:

ESPNIC may withdraw the guarantee at any time if:* 1. The activity causes harm to patients or ethical problems appear.
	2. The activity does not meet ethical or legal conditions.
	3. The activity does not provide the agreed information.
	4. The activity substantially changes its programming or content.
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| Name:Date: | Signature: |