

ESCMID Operating Procedures For Support of Scientific Meetings Organized by Other Organizations

The European Society of Clinical Microbiology and Infectious Diseases intends to stimulate and participate in congresses, symposia, workshops and other meetings of international importance.

The Society's name and logo may be used only with the formal approval of the ESCMID Executive Committee.

1 ESCMID will only consider applications for support if they relate to a meeting which is of relevance to its members and takes place in Europe or from an organization with which ESCMID maintains a collaborative relationship.

Applications should be sent in writing to the ESCMID Executive Office. It will be the applicant's responsibility to submit an application in time to have it evaluated before any printed material is produced. The ESCMID Secretary General will evaluate the applications and will make specific recommendations to the ESCMID Executive Committee after consulting the ESCMID Scientific Affairs Officer and – should the event entail any educational activity – the ESCMID Education Officer.

The format of the event, its scientific programme and its compatibility with ESCMID's general policy must be taken into account.

2 Applications may be submitted by:

- a. international, European or national organizations / associations / societies devoted to or dealing with the infection disciplines,
- b. any ESCMID member responsible for the organization of a scientific event, or
- c. ESCMID Study Groups.

3 Support from ESCMID may be in the form of one or more of the following:

- a. Scientific contributions.
- b. Financial assistance:
 - Travel and accommodation expenses for speakers and chairpersons
 - Grants for attendees
 - Direct financial contribution to the event budget

with all financial obligations arising from supporting a scientific event to be reviewed by the ESCMID Treasurer and included in the budget. In principle, an amount of EUR 5'000 to 10'000 will be assigned, depending upon the nature and importance of the meeting and ESCMID collaboration. Also, depending upon the nature of the meeting, ESCMID will specify how this financial assistance should be spent (*vide supra*).

- c. Obligation to use the Society's name and logo.
- d. Distribution of announcements, leaflets, brochures and similar material to its membership, either by regular or electronic mail. All relevant costs and workloads must be assessed and approved by the ESCMID Treasurer and the ESCMID Managing Director, respectively.
- e. Publication of a reasonable number of meeting announcements in the Society's newsletter
- f. Publication of the meeting proceedings in the Society's publications, in accordance with its editorial policy.
- g. Finally, simple endorsement of the scientific programme by ESCMID with permission to use the Society's logo, is another form of support

The ESCMID Managing Director will be responsible for monitoring the Society's support.

4 Duties imposed on the event organizer are to

- a. actively liaise with the ESCMID Managing Director in matters regarding the Society's support,
- b. reproduce the ESCMID logo and state clearly and prominently in all printed material (including the Proceedings) that the event is organized "under the auspices of ESCMID" (for "co-organized" or "jointly organized" events, please refer to the ESCMID Guidelines for Partnerships with Other Associations),
- c. submit to the ESCMID Executive Office all brochures and other printed material that carry the Society's name and/or logo within a reasonable period of time prior to printing,
- d. include, if requested, an *ad hoc* nominee by the ESCMID Executive Committee as a member of the event's organizing committee,
- e. have English as the official language of the scientific part of the meeting,
- f. arrange for formal evaluation of the event, if requested.

If the event organizer is not compliant with any of the above mentioned duties, ESCMID may withdraw all agreed support measures and/or may disclaim any improper use of its name and/or logo by means of any of the usual communication channels.

Last update: April 2009